

Position Title	Environmental Compliance and Protection Officer
Department	Planning
Unit	Regulatory Services
Team	Environmental Compliance and Protection
Supervises	N/A
Reports To	Team Leader Environmental Compliance and Protection
Grade Range	G
Date Prepared	1/03/2020
Date Last Updated	19/10/2023

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed to **safety**



We work as one **team**



We act with **integrity**



We care about our **customers**



We **continuously improve**

Primary purpose of position

The principle role of this position is to be responsible for implementing Council's responsibilities for public health, environmental and land use control in accordance with the Local Government Act, Environment Planning and Assessment Act, Protection of the Environment Operations Act, Swimming Pools Act, and the Public Health Act.

This position is part of the Planning Department within Canterbury-Bankstown Council and the position reports directly to a Team Leader Environmental Compliance & Protection.






Accountabilities

- Provide a high standard of customer service, remain customer focused and solve problems through consultation and decision making in accordance with Council Values.
- Respond to high priority tasks within the appropriate time frame and manage workloads to ensure all tasks are completed
- Display working knowledge of relevant legislation such as Local Government Act, Environmental Planning and Assessment Act, Protection of the Environment Operations Act, Contaminated Land Management Act, Boarding House Act, Swimming Pool Act and Public Health Act.
- Demonstrate effective evidence gathering skills, negotiation, mediation and conflict resolution.
- Demonstrate skills in accurate note taking, preparing evidence briefs, writing reports and presenting information.
- Demonstrates ability to work as part of a team, assisting staff and mentoring others where required.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Senior Technical/ Professional Specialist

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Personal Character		
Act with Integrity	Advanced	<ul style="list-style-type: none"> • Models ethical behaviour and reinforces it in others • Represents the organisation in an honest, ethical and professional way and sets an • Promotes integrity, courage and professionalism inside and outside the • Monitors ethical practices, standards and systems and reinforces their use • Proactively addresses ethical and people issues before they magnify
Relationships		
Communicate and Engage	Adept	<ul style="list-style-type: none"> • Tailors content, pitch and style of communication to the needs and level of • Clearly explains complex concepts and technical information • Adjusts style and approach flexibly for different audiences • Actively listens and encourages others to provide input • Writes fluently and persuasively in a range of styles and formats
Results		
Innovate and Improve	Advanced	<ul style="list-style-type: none"> • Encourages independent thinking and new ideas from others • Draws on developments and trends in the industry and beyond to develop solutions • Supports experimentation and rapid prototyping to test and refine innovative solutions • Develops/champions innovative solutions with long standing, organisation-wide impact

		<ul style="list-style-type: none"> • Explores creative alternatives to improve management systems, processes and practices • Contributes own knowledge and experience to staff training and development sessions
Resources		
Technology and Information	Adept	<ul style="list-style-type: none"> • Selects appropriate technologies for projects and tasks • Identifies ways to leverage the value of technology to achieve outcomes • Ensures team understands their obligations to use technology appropriately • Ensures team understands obligations to comply with records, information and knowledge management requirements

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Tertiary qualifications in Environmental Health/ Environmental Management/ Environmental Science or equivalent.
- Current C Class Drivers’ Licence.

Essential Experience

- Relevant experience in the area of environmental health and/ or compliance.

- A sound working knowledge of relevant legislation such as Local Government Act, Environmental Planning and Assessment Act, Protection of the Environment Operations Act, Contaminated Land Management Act, Boarding House Act, Swimming Pool Act and Public Health Act.
- Ability to work autonomously in a fast-paced environment under minimal supervision but also as part of a team.
- The ability to investigate and resolve matters in a methodical and timely manner.
- The ability to make judgment based decision based upon the information presented.
- Highly developed interpersonal skills, conflict resolution, and mediation and negotiation skills.
- Experience in preparing and presenting evidence at Court Proceedings.
- Ability to remain customer focused and solve problems through consultation and decision making.
- Ability to work as part of a team.

Desirable Qualifications and or Experience

- Understanding of Pathway, ECM and iShare systems.
- Experience assessing environmental compliance issues associated with Development Applications.
- Experience providing expert advice and giving evidence in the Land and Environment Court and any other relevant Court.

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require incumbent to undergo criminal reference check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require incumbent to demonstrate good driving Licence class required: C Class Drivers Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Will incumbent need to make disclosure of pecuniary interest?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Could there be a conflict of interest with secondary employment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>