

Position Title	Graduate Environmental Compliance and Protection Officer
Department	Planning
Unit	Regulatory Services
Team	Environmental Compliance
Supervises	
Reports To	Team Leader Environmental Compliance and Protection
Grade	
Date Prepared	13/08/2024
Date Last Updated	13/08/2024

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 assist in 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

- The Graduate Environmental Compliance and Protection Officer will undertake and provide assistance in the following duties:
- - Providing a high standard of customer service, remain customer focused and solve problems through consultation and decision making in accordance with Council Values.
- - Responding to tasks within the appropriate time frames and manage workloads to ensure all tasks are completed
- - Develop a 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.
- - Assist with evidence gathering, accurate note taking, preparing, writing reports and presenting information.
- - Ability to work as part of a team and assisting staff where required.
- - Liaise with and report to relevant stakeholders such as State Government Departments e.g. NSW EPA & Housing NSW, environmental consultancies and community groups.
- - Attend and represent Council at various formal meetings such as community meetings and meetings with applicants/owners.
- - Prepare reports and response to correspondence as required on behalf of Team Leader or Manager.
- - All other duties as directed by Supervisor.

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.

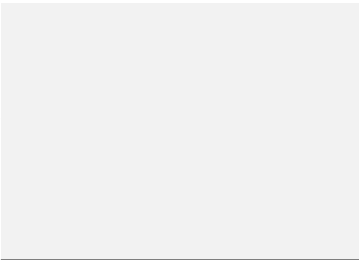
Capability Profile – Labourer/ TAG		
Capability Group	Capability Name	Level
 Personal Character	Lead Self	Foundational
	Display Resilience	Foundational
	Act with Integrity	Foundational
	Safety and Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Customer and Community Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Innovate and Improve	Foundational
	Deliver Results	Foundational
 Resources	Finance	Foundational
	Assets and Tools	Foundational
	Technology and Information	Foundational
	Procurement and Contracts	Foundational
 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	Foundational	• Is open and honest • Tells the truth and admits to mistakes • Follows the code of conduct, policies and guidelines • Has the courage to speak up and report inappropriate behaviour and misconduct
Relationships		
Customer and Community Focus	Foundational	• Shows awareness that he/she is working for the community • Shows respect, courtesy and fairness when interacting with customers and members of the community • Listens and asks questions to understand customer/ community needs • Informs customers of progress and checks their needs are being met
Relationships		
Work Collaboratively	Foundational	• Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of coworkers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Results		
Think and Solve Problems	Foundational	• Finds and checks information needed to complete own work tasks

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- Breaks down information and issues into component parts
 - Thinks through the options available and checks his/her suggested approach
 - Refers complex issues and problems to a manager/ supervisor
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* 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 Chief Executive Officer.

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 or equivalent as accredited by Environmental Health Australia.
- A current C Class driver's license.

Essential Experience

- N/A

Desirable Qualifications and or Experience

- Relevant experience in the area of environmental health, public health and/or environmental compliance.
- Knowledge of relevant legislation such as the Local Government Act, Protection of the Environment Operations Act and the Environmental Planning and Assessment Act.

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