

|                          |                                               |
|--------------------------|-----------------------------------------------|
| <b>Position Title</b>    | Enviornmental Compliance & Protection Officer |
| <b>Department</b>        | Planning                                      |
| <b>Division</b>          |                                               |
| <b>Unit</b>              | Regulatory Services                           |
| <b>Team</b>              | Enviornmental Compliance & Protection Officer |
| <b>Supervises</b>        | N/A                                           |
| <b>Reports To</b>        | Team Leader Environmental Health & Compliance |
| <b>Grade</b>             | G                                             |
| <b>Date Prepared</b>     | 1/02/2017                                     |
| <b>Date Last Updated</b> | 30/04/2026                                    |

## 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

Protect public health, the environment and neighbourhood amenity through the investigation and resolution of environmental and land use compliance matters within Council's responsibilities.

The position undertakes inspections, assesses evidence and applies sound judgement to achieve lawful, proportionate and timely outcomes through education, advice and enforcement, as appropriate.

Reporting to the Team Leader Environmental Compliance and Protection within the Planning Department, the officer takes responsibility for allocated matters, communicates clearly with the community and works collaboratively to improve compliance and prevent recurring problems. The position contributes to a team culture of accountability, curiosity, respect and continuous improvement.

## Accountabilities

- Investigate and assess matters. Undertake allocated inspections and investigations relating to public health, environmental protection and land use compliance. Identify the issues, gather relevant evidence, test explanations and assess findings objectively.
- Exercise sound judgement. Assess the seriousness, urgency and potential impacts of matters. Determine or recommend a lawful and proportionate response, including education, corrective action or enforcement as appropriate, consistent with legislation, Council policy and delegated authority.
- Take ownership and follow through. Manage allocated matters from initial assessment through to a documented outcome. Complete required follow-up inspections, monitor corrective actions and record the reasons for decisions and closure, including where no further action is warranted.
- Communicate clearly and respectfully. Address the substantive concerns raised by residents and businesses. Explain Council's role, requirements and reasons for decisions in plain language, and provide timely updates on progress, next steps and material delays. Manage expectations fairly and protect confidential information.

- Support compliance and prevent harm. Explain requirements and practical corrective actions to help people meet their obligations. Undertake allocated proactive compliance activities and identify recurring issues that may warrant education, targeted inspections or a coordinated response.
- Prepare reliable evidence and records. Maintain accurate and timely inspection and investigation records. Prepare clear correspondence, reports, evidence briefs and statutory notices, and provide evidence in proceedings as required, within the position's authority and professional competence.
- Manage priorities and escalate appropriately. Organise work according to risk, agreed priorities and required timeframes. Make timely decisions within authority and seek guidance on complex matters. Escalate significant risks, delays and barriers with relevant facts and a recommended next step.
- Work collaboratively. Coordinate with colleagues, relevant Council teams and external agencies to progress shared matters. Clarify responsibilities and handovers, share information appropriately and contribute professional knowledge, including assisting colleagues where required.
- Contribute to improvement. Seek feedback, consider different perspectives and constructively question established practices. Identify practical improvements to investigations, communication and work processes. Use available systems and information effectively, maintain professional knowledge and support agreed changes.
- Work safely and professionally. Apply safe work practices during inspections and interactions, recognise hazards and conflict, and seek assistance where required. Exercise authority impartially, act with integrity and treat people respectfully, including when dealing with disagreement or challenging behaviour.

## 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    |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------|----------|
| <br><b>Personal Character</b>  | Lead Self                         | Advanced |
|                                                                                                                 | Display Resilience                | Adept    |
|                                                                                                                 | <b>Act with Integrity</b>         | Advanced |
|                                                                                                                 | Safety and Accountability         | Advanced |
| <br><b>Relationships</b>       | <b>Communicate and Engage</b>     | Adept    |
|                                                                                                                 | Customer and Community Focus      | Adept    |
|                                                                                                                 | Work Collaboratively              | Advanced |
|                                                                                                                 | Influence and Negotiate           | Adept    |
| <br><b>Results</b>           | Plan and Prioritise               | Advanced |
|                                                                                                                 | Think and Solve Problems          | Adept    |
|                                                                                                                 | <b>Innovate and Improve</b>       | Advanced |
|                                                                                                                 | Deliver Results                   | Advanced |
| <br><b>Resources</b>         | Finance                           | Adept    |
|                                                                                                                 | Assets and Tools                  | Adept    |
|                                                                                                                 | <b>Technology and Information</b> | Adept    |
|                                                                                                                 | Procurement and Contracts         | Adept    |
| <br><b>People Leadership</b> | 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Personal Character</b> |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Act with Integrity        | Advanced | <ul style="list-style-type: none"> <li>• Models ethical behaviour and reinforces it in others</li> <li>• Represents the organisation in an honest, ethical and professional way and sets an example for others to follow</li> <li>• Promotes integrity, courage and professionalism inside and outside the</li> <li>• Monitors ethical practices, standards and systems and reinforces their use</li> <li>• Proactively addresses ethical and people issues before they magnify</li> </ul> |
| <b>Relationships</b>      |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Communicate and Engage    | Adept    | <ul style="list-style-type: none"> <li>• Tailors content, pitch and style of communication to the needs and level of understanding of the audience</li> <li>• Clearly explains complex concepts and technical information</li> <li>• Adjusts style and approach flexibly for different audiences</li> <li>• Actively listens and encourages others to provide input</li> <li>• Writes fluently and persuasively in a range of styles and formats</li> </ul>                                |
| <b>Results</b>            |          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Innovate and Improve      | Advanced | <ul style="list-style-type: none"> <li>• Encourages independent thinking and new ideas from others</li> <li>• Draws on developments and trends in the industry and beyond to develop solutions</li> <li>• Supports experimentation and rapid prototyping to test and refine innovative solutions</li> <li>• Develops/champions innovative solutions with long standing, organisation-wide impact</li> </ul>                                                                                |

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

\* 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.

## Fraud & Corruption Prevention

All staff must familiarise themselves with Council's policies, systems and procedures that are in place to guard against the risk of fraud and corruption. This includes behaving ethically at all times, and actively identifying and reporting any suspected fraud and corruption.

## 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 health 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<br>Licence class required: C Class Drivers Licence | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Will incumbent need to make disclosure of pecuniary interest?                                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Could there be a conflict of interest with secondary employment?                                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Does this position have an inherently high risk for fraud and corruption?                                           | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |