

Position Description



POSITION TITLE:	Senior Development and Environment Officer	POSITION NO:	DE0010
DEPARTMENT:	Development and Environmental Services		
LOCATION:	Council Chambers, 81 Cobar Street Nyngan		
REPORTS TO:	Manager Development & Environmental Services		
STATUS	Full Time	TYPE:	Permanent
LEVEL:	Grade 8	HOURS:	35 hours per week
DATE PREPARED:	22/01/2015	DATE REVISED:	5/07/2018

AUTHORISATION

I hereby agree that this role statement accurately reflects work requirements.

Manager: _____
Name Signature Date

Employee
(if applicable): _____
Name Signature Date

POSITION CONTEXT

Bogan Shire Council is committed to providing a comfortable country lifestyle by progressively improving the level of appropriate facilities and services and encouraging growth and economic development that is responsive to the needs of the community.

This position contributes to this goal through the co-ordination and management of Council's strategic land use planning, development matters, environmental matters such as environmental protection, waste, resource and noxious weeds management as well as planning, managing and coordinating parks and gardens services.

MAIN JOB PURPOSE

The role of the Senior Development and Environment Officer is to:

1. Co-ordinate and manage Council's strategic land use planning including management of Council's LEP, DCP and policies, including follow up of land use and development matters, ensuring efficient and effective achievement and delivery of business priorities, goals and activities.
2. Manage and co-ordinate Council's environmental matters such as monitoring compliance with Council's environmental protection licences, completing Council's Regional State of the Environment report, waste and resource management activities, noxious weeds management and planning, managing and coordinating parks and gardens services.

CUSTOMERS

- People who live, work in or visit Bogan Shire
- Elected Council members
- Council Management
- Council Staff
- Governance, Compliance and Regulatory Authorities / Bodies and industry Associations

ORGANISATIONAL RESPONSIBILITIES

Be familiar with and follow the spirit and content of Council's Code of Conduct. A copy of this is provided with your appointment letter if successful.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Awards, Policies and Anti-Discrimination legislation
- Council's customer service standards and organisational values
- Workplace Health and Safety (WH&S) legislation
- Relevant Strategic and Operational Plans

KEY TASKS / ACCOUNTABILITIES

Development and Environmental Operations

1. Coordinating and managing Council's strategic land use planning including management of Council's LEP, DCP and policies in consultation with planning consultants where required.
2. Follow up of land use and development matters on a routine basis arising from applications, in response to enquiries or complaints.
3. Planning, managing and coordinating Council's environmental responsibilities including:
 - a. Monitoring and ensuring Council is compliant with its obligations under all relevant legislation associated with the construction, operation, maintenance, licencing and risk management of weeds, waste services and environmental management,
 - b. Waste Management activities, particularly the Nyngan Waste and Resource Recovery Facility, ensuring regulatory requirements are met and policies and procedures are maintained,
 - c. Noxious weeds management including Council's own assets, private property and participation with the Advisory Committee if required,
 - d. Completion of Council's Regional State of the Environment report.
4. Managing and coordinating Council's food safety services, ensuring all compliance requirements are met, in conjunction with Council's contractors when required.
5. Planning, managing and coordinating parks and gardens services, with the effective and efficient use of staff and resources.
6. Other functions relating to the operation of the department including:
 - a. Providing technical advice and specialist knowledge to Managers and Council,
 - b. Accurately prepare, process and lodge annual returns such as ABS and EPA in a timely manner,
 - c. Overseeing the completion of Council planning Certificates,
 - d. Mentoring and assisting other staff, and
 - e. Managing contractors.

Coordination and Leadership

7. Supervise, lead, coach and develop the development and environmental team to ensure accurate and timely recording and reporting of Council's development and environmental activities.
8. Provide effective leadership, supervision and on the job training to Parks & Gardens staff, to efficiently and effectively deliver activities as identified in Council's annual Operational Plan and Budget.
9. Work with the Manager Development and Environmental Services to lead performance excellence by setting clear direction, performance standards and expectations for the development and environmental team. Give and receive regular feedback to enable performance to be improved, complete annual assessments and support individuals to obtain the learning and development they need to perform to the best of their ability.

Business Operations

10. Work with the Manager Development and Environmental Services to produce the following in accordance with Council and NSW Division of Local Government policies, guidelines and timeframes:
 - a. Annual Operational Plan and Budget
 - b. Plans and reports required under NSW Integrated Planning and Reporting Framework
 - c. Quarterly Budget Reviews
 - d. Monthly management reports to Manex
 - e. Reports to Council
 - f. Annual Report including Regional State of the Environment report
 - g. Information required for interim and final audits
11. Work with the Manager Development and Environmental Services to develop and maintain internal control procedures to safeguard Council's interests.

Customer Service

12. Maintain Council's high customer service standards and organisational values through the prompt and courteous response and attendance to inquiries and written correspondence.
13. Support and enable team members to carry out their responsibilities including addressing issues of concern with the Manager Development and Environmental Services, and the General Manager.
14. Maintain an effective relationship with customers, colleagues and Councillors to achieve the goals set out and in the Operational Plan and budget by delivering effective and efficient customer service.

General

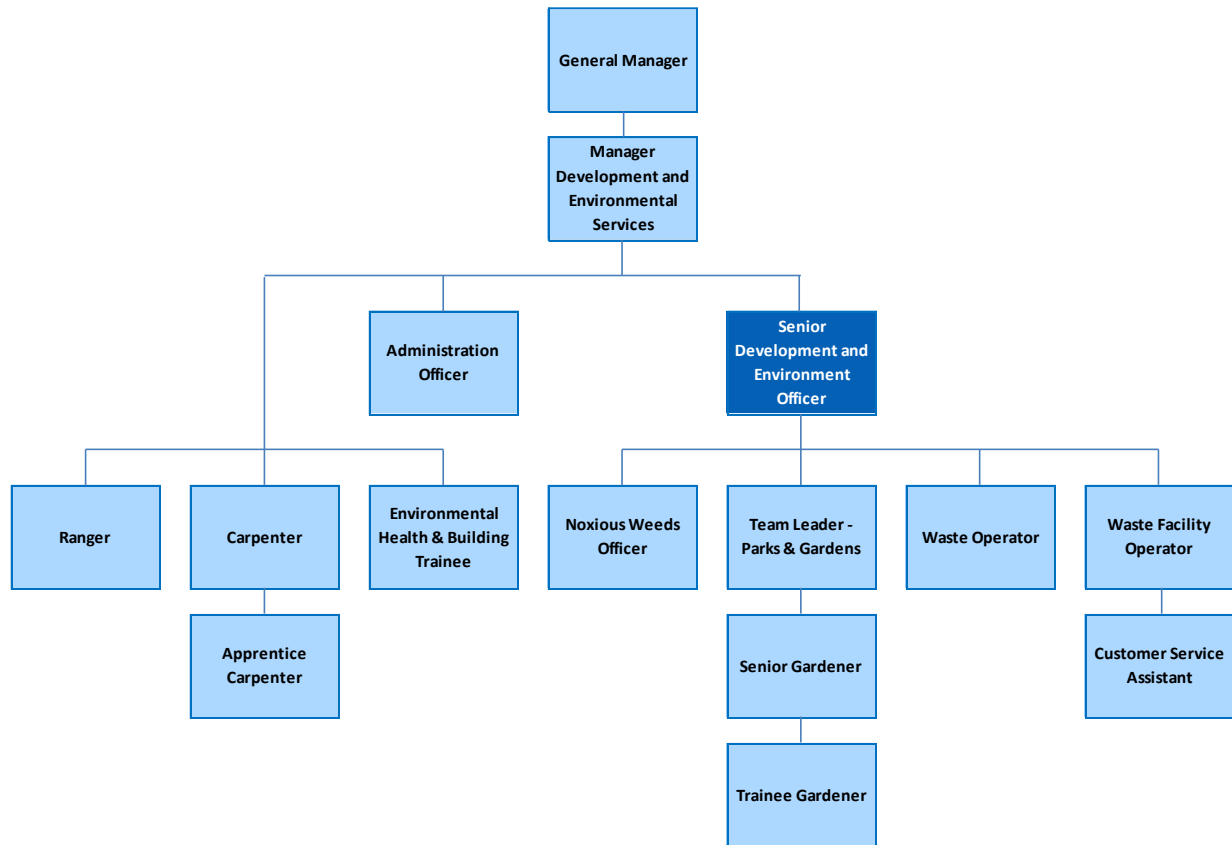
15. Provide and maintain a high level of confidentiality whilst maintaining professional standards and integrity.
16. Daily use of computer applications including Microsoft Word and Excel, internet browsers, email software, internet based Authority (Civica) system, MapInfo, TurboCAD, Chameleon, and Pathfinder.

NOTE: Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their grade level, in any role or area of Council.

KEY RESULT AREAS

1. Organisation leadership based on Council's values to develop, motivate and support employees and maintain a harmonious and effective team environment.
2. Management of resources, including appropriate allocation, value for money and sound planning.
3. Excellence in customer service and delivery of departmental tasks and activities to a high standard, within specified timeframes and within budget.
4. Confidentiality, integrity and professionalism are maintained throughout all tasks performed.
5. Compliance with Council and statutory reporting requirements.
6. Contribution to policy and strategic direction.
7. Positive representation and communication on behalf of Council.
8. Exercising effective self-management, self-development and integrity.
9. Provision of timely and accurate advice, information, reports and submissions.
10. Risk Management and Workplace Health & Safety guidelines upheld.
11. All applicable Council policies and procedures are followed.

DEPARTMENTAL STRUCTURE



CONDITIONS

- Employment contract is for permanent, full time work.
- Hours of work are Monday to Friday, 35 hours per week, with a minimum 30 minute meal break or mutually agreed hours via an Enterprise Agreement or Flexi Time Arrangement working up to a maximum of 12 hours per day.
- Other hours of work may be required from time to time as may be reasonable and necessary for you to perform your duties in a satisfactory manner.
- Four (4) weeks annual leave per year.
- Other leave entitlements in accordance with the Local Government (State) Award provisions.
- Superannuation paid by Council in accordance with legislative requirements.
- Entitlements to paid sick leave, carer's leave and health and well-being leave in accordance with the Local Government (State) Award provisions.
- Reasonable access to education and training, consistent with the individual's Employee Development Plan and Council's Training Plan and Budget.
- Employee to re-pay Council the cost of training, including enrolment and course materials if the employee resigns from Council or the employee's employment is terminated for any reason prior to the completion of the training.
- 100% paid study leave to attend all compulsory residential schools, lectures, seminars, examinations and any other occasions where attendance is mandatory and training is undertaken during ordinary working hours.
- Council will provide a suitable vehicle or will pay reasonable travel expenses to the value of a standard or economy bus/rail/airfare as per Council Policy for Council approved training, seminars, workshops and conferences.

- Council will pay for all relevant training accommodation and meals expenses as per Council Policy for Council approved training, seminars, workshops and conferences.
- Provision of employee uniform as per Council's Employee Uniform and Clothing Policy.
- Carry out work in a variety of environments, including inside in office and in hot, dry, dusty and adverse working environment – outdoors on worksites.
- Shire Council provides a 'smoke free' work environment. Council policy prohibits smoking in all Council buildings, vehicles and plant.

KEY SELECTION CRITERIA

Essential:

1. Sound knowledge of land use planning and/or environmental management principles, practices, standards, legislation and guidelines preferably applicable to the local government context, with the demonstrated ability to effectively apply this knowledge to achieve outcomes relevant to this position in an accurate and timely manner.
2. Demonstrated high level organisational skills to manage competing priorities, monitor and report progress and complete set outcomes within tight deadlines, including the ability to use these skills in a leadership position within the development and environmental team.
3. Demonstrated high level interpersonal skills including proven leadership skills, with the ability to motivate, encourage and direct the efforts of others towards the achievement of goals and the completion of activities / projects in an environment which encourages performance excellence and a customer focus.
4. Proven high level attention to detail and accuracy, with the demonstrated ability to research, think analytically and plan work with proven problem solving skills and the ability to apply knowledge and experience to complex issues to develop potential options and recommendations for their resolution.
5. Proven ability to communicate clearly and effectively both verbally and in writing with a high degree of confidentiality and discretion including the ability to prepare and interpret routine reports and business correspondence.
6. Proficient computer literacy with demonstrated aptitude in data entry and management, working with Microsoft Office - particularly excel and word, email and internet, with the capacity to adapt from other software applications to Council's MapInfo, TurboCAD, Chameleon, and Pathfinder software.
7. Tertiary qualifications at AQF Level 5 (Diploma) in a relevant field (Environmental Health, Urban and Regional Planning, Environmental Science, Building Assessment,) PLUS 3 years' relevant experience OR Tertiary qualifications at AQF Level 7 (Degree) in a relevant field (Environmental Health, Urban and Regional Planning, Environmental Science or Building Assessment,) PLUS 2 years' relevant experience.
8. If tertiary qualifications are in Building Assessment, be eligible for registration as an A2 certifier with the NSW Building Professionals Board.
9. Tertiary qualifications relevant to the position, e.g. Diploma, Degree or Post Graduate qualifications in environmental science, town planning, building surveying or a related discipline.
10. Be an Australian Resident or equivalent or holder of a visa allowing permanent employment in Australia.
11. Hold a current class C, P1 or P2 drivers licence.

Desirable:

1. Current NSW WorkCover Construction Induction Certificate (White card).
2. Local Government industry experience.
3. Hold or be eligible to hold level A4-A1 certification with NSW Building Professionals Board.
4. Possess or be eligible to obtain membership to the Institute of Building Surveyors as a Building Surveyor.