

# Position Description

<b>Position Title</b>	Environmental Coordinator
<b>Directorate</b>	Planning, Environment and Corporate Services
<b>Department</b>	Environmental Services
<b>Classification Level</b>	Level 6-7 (Division 2 - Section 1)
<b>Award</b>	Queensland Local Government Industry (Stream A) Award – State 2017 (as amended or replaced)
<b>Agreement</b>	Southern Downs Regional Council Certified Agreement 2011–2014 (as amended or replaced)

## Position Objective

Provide overall supervision of Council's waste removal and disposal contracts, and Council's waste transfer stations and refuse tips operation and maintenance requirements.

Responsible for community awareness and compliance with statutory requirements in respect to environmental and waste management matters, and provides advice to the Manager Environmental Services on development procedures and guidelines relevant to the administration of such matters.

## Organisational Relationships

Reports to the Manager Environmental Services.

### Internal Liaison

- Directors and Managers
- Employees across the organisation

### External Liaison

- General public
- Environmental and Waste clients including commercial proprietors
- Community Service Organisations
- Relevant Government Departments and Agencies

## Key Responsibilities

The key responsibilities may be modified from time to time to ensure the expected outcomes support the Council's operational and corporate plans.

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include:

- All waste management operations within the region, including waste projects and waste construction projects.
- Matters associated with the development, implementation and review of environmental management, waste management and statutory licensing, including inspection and licensing of establishments and services regulated by environment legislation and Council's Local Laws.

- Assist in the development of environmental management systems to cover Council's activities.
- Monitoring compliance with relevant statutory and policy requirements.
- Initiate and undertake programs which promote the general public's greater understanding of statutory and local law requirements in relation to environmental management.
- Provide advice on and contribute to development of policies, procedures and guidelines in relation to the provision of efficient and effective delivery of environmental and waste management services.
- Initiate and undertake programs which promote the general public's greater understanding of statutory and local law requirements in relation to environmental and waste management.
- Initiate and develop strategies on environmental issues including ecologically sustainable development.
- Liaise with other Local Governments and Regional, State and Federal Agencies on environmental and waste management matters.
- Assessment of the environmental impact of development applications.
- Lead and coordinate the activities of staff within the section.
- Other environmental duties as directed by the Manager to contribute to the successful function of the Planning, Environment and Corporate Services Directorate.
- Carry out general activities that assist in the operation of the Environmental Services Department.
- Other duties as directed by the supervisor.

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### **Training**

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- On the job training will be provided to ensure that the position holder maintains a satisfactory knowledge and skill base.
- The position holder will be encouraged to attend workshops and seminars relevant to the position so as to ensure ongoing professional development.

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### **Work Health & Safety Responsibilities**

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- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Workplace Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of other persons.

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### **Organisational Responsibilities**

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- Comply with the requirements of Council policies and procedures as amended from time to time.
- Ensure complete and accurate records are captured, created and maintained.
- Deliver high quality customer service within the organisation and to the public.
- Ensure the security and appropriate intended use of Council information at all times.

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### **Extent of Authority**

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- The supervisor monitors agreed work outcomes.
- This role has the authority to act in accordance with established procedures and guidelines. Guidance is readily available from the supervisor.

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## **Selection Criteria**

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### **Qualifications/ Licences – Mandatory**

- Possession of a current open “C” class licence (Car).
- Possession of an Occupational Health and Safety Construction Induction Card (“White Card”) or the ability to obtain prior to commencement.
- Relevant qualification of at least degree level.

### **Key Selection Criteria - Essential**

1. Comprehensive knowledge of, and experience in, applying legislation, statutory regulations and guidelines relevant to environmental and waste management.
2. Knowledge of administrative procedures and contemporary practices relevant to all aspects of environment and waste management.
3. Well-developed knowledge in the areas of pollution measurement and prevention, resource recovery and waste disposal, and an understanding of development assessment legislation and processes.
4. Demonstrated effective leadership skills including the ability to manage time effectively across the team to achieve outcomes within required timeframes.
5. Comprehensive understanding of and commitment to excellent customer service.
6. High level written and oral communication skills.
7. Proven ability to work as part of a team.
8. Thorough knowledge of the workplace health and safety considerations relevant to the area and proven ability to limit risks in this type of environment.

### **Key Selection Criteria – Desirable**

1. Experience and interest in local government operations.