


Banana Shire Council

Job Application Package

Position Title:	Principal Environment and Land Management Officer
Vacancy Reference Number:	VRN17/18-018
Department:	Council Services
Location:	Biloela
Employment Status:	Permanent Full Time
Recruitment Commences:	Friday, 18 August 2017
Recruitment Closes:	Friday, 1 September 2017
Enquiries to:	 <p>Human Resources Section Phone: (07) 49 929 500 Fax: (07) 49 923 493 Email: enquiries@banana.qld.gov.au</p>
How to Apply:	<ul style="list-style-type: none"> • Complete this Job Application Package • Include a cover letter and your responses to the Selection Criteria (found at the end of the attached Position Description) • Submit a detailed Resume • Attach copies of any relevant qualification/tickets/licences
How to submit your Application:	<p>Email: enquiries@banana.qld.gov.au</p> <p>Post: Attention: Ray Geraghty Chief Executive Officer Banana Shire Council PO Box 412 Biloela QLD 4715</p> <p>Fax: (07) 4992 3493</p> <p>In person: Banana Shire Council Admin Office, Prairie Street, Biloela</p>



Banana Shire Council

Application for Employment

APPLICANT DETAILS							
POSITION APPLYING FOR: Principal Environment and Land Management Officer				VRN: VRN17/18-018			
FAMILY NAME:				GIVEN NAME(S):			
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____							
MAILING ADDRESS:				MOBILE NO:			
				TELEPHONE NO:			
POSTCODE:							
EMAIL ADDRESS:							
IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?							
<input type="checkbox"/> The Central Telegraph		<input type="checkbox"/> Gladstone Observer		<input type="checkbox"/> Brisbane Courier Mail			
<input type="checkbox"/> Rockhampton Morning Bulletin		<input type="checkbox"/> Chinchilla News		<input type="checkbox"/> Western Star			
<input type="checkbox"/> Other Newspapers _____		<input type="checkbox"/> Posters/Mail outs		<input type="checkbox"/> The Australian Local Government Job Directory			
<input type="checkbox"/> Banana Shire Council Website		<input type="checkbox"/> On-Line (Please specify website) _____					
LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Class of Licence:	<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC	<input type="checkbox"/> RE/R
<input type="checkbox"/> Open		<input type="checkbox"/> Provisional		<input type="checkbox"/> Learners			
Licence issued in	<input type="checkbox"/> Queensland		<input type="checkbox"/> Another State/Territory		<input type="checkbox"/> Another Nation		
PLANT OPERATOR TICKETS (Originals <i>must</i> be presented upon, or prior to, commencement of employment as requested by Council)							
Please list the current Plant Operator Tickets you possess (Please provide details on a separate sheet if necessary):							
BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Do you possess a Blue Card issued by the Commissioner for Children and young People and Child Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No							
WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)							
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No							
QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)							
Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School							
Course Name:				Year Qualification Obtained:			
Educational establishment where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School							
Name of Establishment: _____ Country (If outside Australia): _____							

WORK RELATED REFEREES

Name: _____ Mobile phone No : _____

Organisation: _____ Business phone No: _____

Name: _____ Mobile phone No : _____

Organisation: _____ Business phone No: _____

EMPLOYMENT HISTORY (Mandatory)

Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;

1. Length of Service
2. Position Title held at time of resignation

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PERMISSION / DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

☐ Yes ☐ No

If yes, please indicate persons you have an association with: _____

- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees & the Employer's Payroll Department for employment purposes only.

Name: _____ Signature: _____ Date: _____

PRIVACY COLLECTION NOTICE:

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.

Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned.

Council is an Equal Employment Opportunity Employer



BANANA SHIRE COUNCIL POSITION DESCRIPTION

Position Title:	Principal Environment & Land Management Officer
Employment Status:	Permanent Full Time
Award Classification:	Level 8
Employment Conditions:	Local Government Officers' Award 1998 Banana Shire Council Enterprise Agreement 2012 – Certified Agreement
Department:	Council Services
Location:	Biloela Office
Reports to:	Manager Environment and Planning
VRN and Position No:	

Purpose of the Role

To coordinate, implement and administer matters of Environmental Health and Compliance throughout the Banana Shire in accordance with Council Policies, Local Laws and legislative requirements.

Key Role Functions

This position is responsible for the following functional areas:

- Regulatory Compliance
- Complaints Handling/Customer Service
- Consultancy and Advisory Service (Environmental Health, Local Laws, Building and Plumbing Matters)
- Waste Management

Key Duties

- Respond promptly and professionally to internal and external customers
- Oversee research and identify emerging trends and challenges in Environmental Health Legislation, practices and policy matters
- Supervise, lead and maximise the performance of the Environmental Health, Rural Services, Compliance and Waste Services teams
- Ensure that community health standards are being met and maintained in accordance with legislative requirements under the control of Council
- Develop, assess and monitor activities that are administered by Council under environmental health legislation to ensure that sound public and environmental health objectives are met
- Provide accurate, timely and appropriate information and expert technical advice on environmental health, Waste management and compliance issues
- Formulate, implement, monitor and evaluate technical support programs for various functions within portfolio and wider council functions where required
- Prepare and monitor the Section's budget, including providing quarterly reports and timely report on variations to the Director
- Prepare and present reports to Council
- Investigate and enforce the provisions of Council Local Laws and in accordance with Council Policies and related legislation
- Investigate and action regulatory matters including the authorisation and issuing of statutory notices, gathering of evidence (circumstantial and direct), taking of statements, drafting correspondence and reports, and make recommendations for and attend lawful proceedings as required
- Represent Council in government, business and community forums and meetings
- Supervise the administration of the Environmental Protection Act, Council's Local Laws, Pest & Stock Route Management Act and other related Acts
- Manage the development, implementation, delivery and promotion of health/environmental compliance activities and health/environmental promotion programs
- Manage, develop and implement compliance plans
- Conduct field inspections, sampling/analysis, audits and compliance checks to industry standards
- Provide accurate, timely and appropriate information and advice on compliance issues
- Manage and develop strategies for the development of Council's cemeteries and Environmental health activities
- Operate as the senior specialist in areas of expertise across Council departments
- Engage the services of external consultants where required
- Contribute to the promotion of the image of the Council and the maximisation of good public relations
- Assist in the development, implementation and review of Council's Operational and Corporate Plans
- Prepare and monitor the budget for the Environmental Section
- Manage the development, documentation and continuous review of practices, procedures, policies and systems
- Participate in the recruitment, training and induction of employees
- Conduct annual Performance Reviews and training needs analysis for employees
- Assist the Manager Environment and Planning as directed
- Actively contribute to the teams within the Department and workforce, promote best practice and maintain professional standards and integrity
- Undertake other relevant duties as directed, consistent with skills, competence and training
- Manage the operation of Council's Public Pools in Biloela, Moura and Taroom
- Actively participate in Council's Disaster Management system and protocol

Specific Requirements

Specific requirements of the position may include:

- Degree in the field of Environmental Health or a related discipline would be highly regarded and extensive experience in an equivalent position preferably in a similar sized organisation operating a diverse range of businesses.
- Current "C" class manual Driver's Licence

SPECIFIC ENTITLEMENTS/CONDITIONS:

Administer "authorised person" powers under relevant local government Acts.

The incumbent of this position has been identified as a person working in an "at risk work location" or is an "at risk" worker. It is mandatory that the incumbent be protected by the relevant immunisation in accordance with Council's Staff Immunisation Program. (Vaccines may include tetanus, hepatitis A and B.)

Organisational Commitments

Workplace Health and Safety

- Be aware of Banana Shire Council's Workplace Health and Safety Management system – (*Reference WH&S Obligations & Responsibility Statement – Managers and Supervisors*)
- Perform all work and associated functions in a safe manner that will not endanger yourself, other employees or the general public
- Comply with all documented Workplace Health and Safety (WHS) policies, procedures, work instructions and verbal instructions issued by directors, managers, supervisors or authorised persons
- Correctly use and maintain all personal protective clothing and equipment supplied by Council
- Identify hazards, conduct risk assessment and take corrective action to eliminate hazards where possible in the workplace, and/or to report hazards and risks in accordance with WHS procedures
- Establish and maintain a high standard of housekeeping and cleanliness within individual work areas and on Banana Shire Council property generally
- Report and assist with any investigation of incidents in the workplace, including minor injuries, near misses, and property damage
- Attend any team meetings or specific training supplied by Banana Shire Council
- Be familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures
- Comply with Council's Workplace Rehabilitation policies and participate in the return-to-work process as required

Corporate

- Comply with customer service standards
- Comply with Council's Code of Conduct
- Comply with Council's Environmental Policy
- Actively promote and ensure compliance with Council's EEO Policy
- Comply with Human Resources policies and procedures
- Comply with Financial Management policies and procedures
- Comply with Records Management policies and procedures
- Comply with Disaster Management policies and procedures

Key Performance Indicators

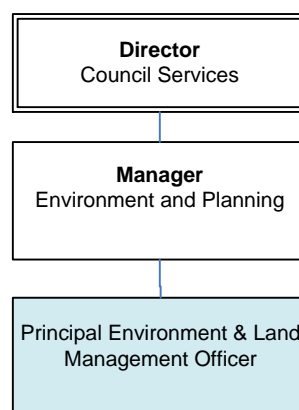
- Delivery of specified projects and programs within established guidelines and timeframes
- Conducted works meet required standards at all times
- All assigned tasks are completed professionally and within specified timeframes
- High level of customer service evidenced
- High level of participation and commitment to team outcomes
- Attend at least 10 toolbox sessions per annum for workplaces within their Section
- Perform at least 8 safety inspections per annum within workplaces under their control
- 95% attendance of all employees under their control to programmed WHS training per annum
- Ensure a minimum 90% of all Statutory Inspections are undertaken annually
- Effective and efficient supervision of staff, including responsibility and accountability for the health and safety of employees, contractors, visitors and volunteers
- Performance Reviews for the work team undertaken on time
- All liaison carried out in a professional manner being a positive ambassador for Banana Shire Council
- Council's policies and procedures are followed
- Other targets as outlined in the Performance Review are achieved.

Note: These key performance indicators will inform the annual performance review associated with the position.

Delegations of Authority

- Supervise employees within the responsibility area
- Authorise timesheets and leave for employees within the responsibility area
- Authorise expenditure within designated budget up to the approved level

Organisational Reporting Arrangements



Selection Criteria

The details of the Selection Criteria may be found in Appendix A

Authorisation

Director John McDougall

Date 14 July 2017

Date originated 14 July 2017

Date reviewed 14 July 2017

Incumbent Signature

Position: Principal Environment & Land Management Officer

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that the key duties represent the minimum requirements to perform the duties at the current level. **To be signed by the successful applicant upon acceptance of offer.**

Name

Signature _____

Date _____

Appendix A

SELECTION CRITERIA		WEIGHTING (%)
SC1	<p>Possess a relevant degree in the field of Environment Health Science or hold full membership to Environmental Health Australia.</p> <p>Significant professional experience within a medium to large sized organisation.</p> <p>Minimum requirement of a current C class manual drivers licence.</p>	MANDATORY
SC2	Demonstrated team leadership, supervision and mentoring skills including task allocation management, prioritising and organising workloads and meeting goals, objectives and timelines.	25%
SC3	A detailed understanding of environmental health and environmental management related legislation.	25%
SC4	Demonstrated high level of knowledge and experience in Environmental Health Compliance.	25%
SC5	<p>Demonstrated high level of oral and written communication skills, including the ability to:</p> <p>a. Establish and maintain effective working relationships with a range of clients and stakeholder groups;</p> <p>b. Negotiate outcomes and effectively represent Council's interests in dealing with external parties; and</p> <p>c. Prepare and present clear, concise and accurate reports of a technical nature.</p>	15%
SC6	Demonstrated understanding of and commitment to EEO and WHS principles and practices.	10%

ADDRESSING SELECTION CRITERIA

Candidates must respond to the selection criteria. Guidelines for addressing selection criteria include:

- Address each criterion separately;
- Some responses may require more than half a page per selection criterion;
- Outline how your work experience, skills, knowledge and qualifications meet the requirements of the position; and
- Provide evidence e.g. copies of qualifications.

You may like to utilise the **STAR model** to address the Selection Criteria being:

Situation – Briefly explain the context e.g. where you were working/what your position was.

Task – Explain what task you were required to perform in this situation.

Action – Describe what you did and the steps you took in performing the task.

Result – Describe the outcomes and what happened as a result.

Please refer to the Applicant Information Package for more information.