

POSITION DESCRIPTION

TITLE:	ENVIRONMENT PLANNER
CLASSIFICATION:	BAND 6
STATUS:	FULL TIME
BUSINESS UNIT:	ENVIRONMENT & HERITAGE
DATE:	AUGUST 2022

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in contributing to life in our community. We provide services which supports the wellbeing of our residents now and into the future.

To deliver on our commitment, we are developing a skilled and professional workforce that embraces our organisational culture, values, and demonstrates key leadership capabilities. Our culture is defined by working together, working differently, and working for the future. We value teamwork, respect, accountability, communication, and customer focus. These values underpin our work and our behaviours ensuring we deliver on the Council's vision while maintaining a healthy, engaging, and inclusive workplace.

ORGANISATIONAL RELATIONSHIP

Reports to:	Principle Environment Planner
Supervises/Direct Reports:	Nil
Internal Liaisons:	Regulatory Services, Planning & Design, Open Space, Community Infrastructure Delivery, Operations, Senior Leadership Team and Councillors
External Liaisons:	Local, Victorian and Australian government agencies, local community groups and members of the public

POSITION OBJECTIVES

- To provide strategic and statutory environmental planning advice both internally and externally.
- To advocate for the protection and enhancement of the Shire's biodiversity.

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Review and provide technical advice to statutory planning referrals involving native vegetation, waterways, threatened species and ecosystem services as it relates to the Planning and Environment Act.
- Prepare responses to all levels of government relating to environmental protection.
- Provide technical natural environmental design and implementation advice to strategic planning documents such as township strategies, precinct structure plans and planning scheme amendments.
- Contribute to professional networks to identify relevant initiatives in environmental planning, (including local government officers, Government and non-government organisations).

- Represent Council on relevant committees, at meetings and events as appropriate to carry out this position, including outside normal working hours.
- Contribute to planning within the unit to ensure the effective services that support corporate goals.
- Keep up to date and apply legislation and regulations relevant to the responsibilities of this position.
- Undertake other tasks or projects as directed.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council financial and procurement policies and procedures in ensuring an adequate standard of internal control over finances is maintained.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for ensuring the completion of tasks in a timely manner.
- Responsible for ensuring the accuracy and quality of work produced.
- Responsible for ensuring that all relevant legislation, policies, strategies and other matters are taken into consideration in making or recommending a decision or providing advice.
- Authority to make decisions within the extent of the delegation provided by Council.
- Exercises discretion in the application of established procedures.
- The freedom to act is set by clear objectives and budget.

JUDGMENT AND DECISION MAKING

- Guidance and advice is usually available, when and if required in time to make decisions.
- Ability to make decisions on projects and tasks, which may not be clearly defined, within established procedures and guidelines, but may require further research.
- Position is required to solve problems and create procedures using guidelines, professional knowledge or professional experience.
- Independent decisions can be made in regard to work priorities, problem solving, dealing with issues and action to be taken. Initiative and creativity is expected.
- Objectives of the position are clearly defined.
- The tasks may involve complex issues requiring the application of professional or technical knowledge, experience or policy.

SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrated knowledge in natural resource management, specifically indigenous plant identification and threatened species management.
- Demonstrated knowledge in the development and delivery of strategic environmental planning policies and strategies.
- Demonstrated knowledge and experience of the environmental statutory planning procedures and processes.
- Ability to provide suitably balanced outcomes involving social, economic and environmental processes.
- Ability to think strategically in the application of legislation, standards, guidelines, policies and strategies.
- Strong computer skills and ability to use a range of software and mapping programs.

INTERPERSONAL SKILLS

- Ability to clearly and concisely communicate - both written and oral across all levels of council and externally.
- Ability to sensitively resolve environmental planning concerns.
- Ability to liaise effectively with key stakeholders.
- Write reports in area of expertise and prepare external correspondence.
- The ability to gain co-operation and assistance from others.
- Ability to problem solve and use initiative.
- Ability to work effectively as part of a team.
- Ability to embrace The Cardinia values and keys to success.

MANAGEMENT SKILLS

- Ability to effectively plan, prioritise and manage your own time and workload.
- Capacity to plan and manage work within agreed performance standards.
- Ability to achieve specific outcomes within set timeframes against conflicting priorities.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in environmental science or a related discipline.
- Demonstrated experience in government or community-based environmental management fields.
- Demonstrated knowledge and experience providing advice in an environmental planning role.
- Current Victorian Driver's License.

KEY SELECTION CRITERIA

- Tertiary qualifications in environmental science or a related discipline.
- Demonstrated experience in environmental planning within the local government context
- Demonstrated knowledge and application of current local, state and federal planning policies related to environmental protection.
- Demonstrated knowledge in natural resource management, specifically indigenous plant identification and threatened species management.
- Demonstrated knowledge in the development and delivery of strategic environmental planning policies and strategies.
- Developed analytical, research and report writing skills.
- Demonstrated ability to effectively prioritise workload demands and manage competing priorities to achieve timely completion of tasks.
- Strong computer skills and ability to use a range of software and mapping programs.
- Current Victorian Driver's License

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2021 and Cardinia's policies and procedures.

Tenure	This is a full-time ongoing position
Pre-Employment Checks	All appointments are subject to a National Police Record Check, Working With Children Check, pre-employment medical check, and a six-month probationary period (new employees only). In line with recent Victorian Government announcements, positions in healthcare require the incumbent to have and maintain the necessary mandatory COVID-19 vaccinations (Healthcare workers only).