

<b>Position Title:</b>	Environmental Assessment Officer (PN 5451)		
<b>Position Type:</b>	Permanent Full-time		
<b>Department:</b>	Strategic and Asset Planning		
<b>Date Approved:</b>	May 2022		
<b>Hours per week:</b>	35	<b>Award Classification:</b>	Band 3, Level 2
<b>FTE</b>	1	<b>Salary Classification</b>	Grade 5

## Position Purpose

Efficient delivery of well-planned and sustainable infrastructure through the execution and delivery of environmental assessment of projects and professional advice to other stakeholders.

## Key Accountabilities

- Determine and advise on the appropriate environmental assessment pathway and approvals required for projects in accordance with legislation.
- Undertake and coordinate environmental assessments for projects in accordance with legislation and prepare the required documentation.
- Prepare policies, procedures, templates and standard conditions for use by Council staff relating to Part 5 matters.
- Seek the relevant licenses and approvals from State agencies for infrastructure projects.
- Undertake staff training on dealing with all aspects of Part 5 matters.
- Provide professional advice to other staff members on Part 5 matters.
- Review REFs (internally and externally developed) and advise in relation to Part 5 determinations.
- Work with and maintain collaborative relationships with government departments, local Aboriginal groups, and Council staff.
- Prepare well-written, concise, accurate and timely environmental assessment documents and reports.
- Articulate easy to understand and practical recommendations and mitigation measures.
- Contribute new ideas and innovative ways of working to assist with the development and maintenance of systems, policies and processes.
- Assist with DA referrals.
- Assist the team with their environmental projects and take on projects when time permits.
- Perform any other duties within your skill, ability and competency level as reasonably directed by Council from time to time.

## Core Competencies (Knowledge Skills and Experience)

### Qualifications

- Bachelor's degree in Environmental Science or similar qualification in a related field and/or equivalent relevant equivalent.
- Current NSW Class C Driver Licence.

**Note:** All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

### Skills and Experience

- Demonstrated knowledge of relevant environmental and planning legislation and its practical application.
- Proven experience in the field of environmental impact or similar.
- Proven experience in stakeholder engagement and project management.
- Demonstrated ability to operate with minimum supervision within own area of responsibility.
- Intermediate to advanced Microsoft Office skills.
- Clearly explain complex concepts and arguments to individuals and groups.
- Write fluently in a range of styles and formats.
- Show commitment to achieving challenging goals.
- Give, seek and respond positively to constructive feedback.
- Identify opportunities to work collaboratively with other teams to solve issues and develop better work processes.
- Influence others with a fair and considered approach and present persuasive counter-arguments.
- Work towards mutually beneficial win/win outcomes.
- Take responsibility for delivering on intended outcomes.
- Identify changed priorities and ensure allocation of resources meets new business needs.
- Connect and collaborate with relevant stakeholders within the community.

### Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

Value	Expected behaviour
Passion	<ul style="list-style-type: none"><li>• We approach our work with enthusiasm and drive to make a difference</li><li>• We inspire others with our thirst for excellence</li><li>• We take pride in the customer service we deliver</li></ul>

Integrity	<ul style="list-style-type: none"><li>• We act ethically and honestly and work to build the trust and confidence of the community and staff</li><li>• We act with pride and respect while being loyal and accountable</li></ul>
Innovation	<ul style="list-style-type: none"><li>• We challenge the status quo and are prepared to take risks, to achieve creative and efficient solutions</li><li>• We promote and deliver change in the way we work</li></ul>
Communication	<ul style="list-style-type: none"><li>• We ensure open communication for all</li><li>• We openly and proactively listen and provide information</li></ul>
Respect	<ul style="list-style-type: none"><li>• We consider workmates, community, the workplace and environment</li><li>• We treat people as we would like to be treated</li></ul>
Collaboration	<ul style="list-style-type: none"><li>• We seek what is best for the team, not what is best for the individual</li><li>• We work together to achieve a shared vision</li><li>• We are connected with and care for each other</li><li>• We encourage and pay attention to those around us</li></ul>

## Supervision Received

This role reports to the Design and Investigation Manager.

## Supervision Exercised


The following roles report to the Environmental Assessment Officer:

- NIL

## Position Description Endorsement

### People and Culture Authorisation

Position Description reviewed and approved by:

People and Culture Representative:	
Position Title:	Senior People and Culture Advisor
Date:	20 January 2024

## Role Authorisation

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## Role Acceptance

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I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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