



Position Vacant – Project Officer – Environmental Services

For full details and requirements of the role – Please refer to the Position Description

BENEFITS AND CONDITIONS

Employment will be in accordance with the Local Government Industry (Stream A) Award State – 2017 and Balonne Shire Council Certified Agreement

- Prior to appointment, the chosen applicant will need to successfully complete a Pre-Employment Medical Examination and a Criminal History check
- Salary cash component – Level 3 \$66,290 - \$70,296 per annum.
- Optional 19 day month.
- 5 weeks Annual Leave with 17.5% loading per annum
- 15 days Sick Leave per annum.
- Council offers employees the ability to salary sacrifice some expenses such as rent through a salary packaging arrangement
- Weekend and after hours work may be required at times
- Balonne Shire Council is an equal employment opportunity employer and offers a smoke free working environment
- Superannuation – Guarantee Levy (10.5%) applicable on commencement of employment. Contributions at the rate of 6% (employee) & 13% (employer) are compulsory after 12 months employment. Personal contributions are able to be salary sacrificed
- Any other terms and conditions may be negotiated with the successful applicant

HOW TO APPLY

All applications **must** include:

- A completed Application for Employment Form
- Cover letter
- Resume
- Responses to the selection criteria – found under Position Requirements in the Position Description

Applications may be submitted via email, hand delivered or post as follows:

Email: recruitment@balonne.qld.gov.au

Hand delivered: 118 Victoria Street, St George QLD

Post: PO Box 201, St George QLD 4487

Please quote Council reference – 22-23-034

For further enquiries regarding this vacancy and associated selection process, please contact Mr Digby Whyte on 07 4620 8888.

Note: All information submitted by an applicant for this role is subject to the Right to Information Act 2009. As a result, information submitted by all applicants may be released under the Act if requested.

APPLICATIONS CLOSE – 5pm, Tuesday 13 December 2022

Matthew Magin
CHIEF EXECUTIVE OFFICER

Position Description – Project Officer – Environmental Services



POSITION DETAILS	
DEPARTMENT:	Community and Environmental Services
POSITION:	Project Officer – Environmental Services
REPORTS TO:	Manager Environmental Services
DIRECT REPORTS:	Temporary Administration Staff
PRINCIPAL LOCATION:	Rural Lands Building - Kinge Lane, St George
EMPLOYMENT BASIS:	Permanent – Full Time
POSITION PURPOSE:	The Project Officer Environmental Services is responsible for assisting in the planning and coordination of environmental projects (50%) and provide administrative and technical support to the Environmental Services Section (50%).

POSITION REQUIREMENTS (section criteria)		
TYPE	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ol style="list-style-type: none"> Current C Class open drivers' licence A relevant tertiary qualification of Certificate IV or above 	<ol style="list-style-type: none"> A bachelor's degree in environmental or natural resource management or land management
SKILLS	<ol style="list-style-type: none"> Ability to develop policies and procedures and apply legislation Ability to meet the physical demands of the position Good verbal and written communication and reporting skills and strong computer literacy Good budgeting skills Personal drive and integrity, working autonomously as well as part of a team and providing oversight and guidance to others High level of customer service with an ability to liaise with and coordinate diverse stakeholders Good administration skills, with ability to meet demanding deadlines with high quality outcomes. Assist with the development of grant applications Ability to project-plan and support minor projects 	
EXPERIENCE	<ol style="list-style-type: none"> Minimum two years' relevant experience in environmental management or project support OR 12 months of relevant experience in land or natural resource management and a tertiary qualification in environmental or land management 	<ol style="list-style-type: none"> A good level of knowledge in contemporary environmental management Experience supporting minor projects

IMMUNISATION REQUIREMENTS			
The ticked boxes indicate the immunisations required for this role in accordance with the BAL-1044 Immunisation Procedure .			
<input type="checkbox"/> Influenza	<input checked="" type="checkbox"/> Hepatitis A	<input type="checkbox"/> Varicella (chickenpox)	<input type="checkbox"/> Pertussis (whooping cough)

Position Description – Project Officer – Environmental Services



<input checked="" type="checkbox"/> Tetanus	<input checked="" type="checkbox"/> Hepatitis B	<input type="checkbox"/> MMR	<input type="checkbox"/> Rabies
<input checked="" type="checkbox"/> Q Fever	<input type="checkbox"/> Other:		

POSITION KPI's

KPI's	Action	Measurement Criteria
DELIVERY	<ul style="list-style-type: none"> Develop project plans and support projects and programs Provide sound administrative, project and technical support to the Section 	<ul style="list-style-type: none"> Meet project and agreement KPIs with delivery on time and within budget Meet Council service agreements and deadlines
CLIENTS	<ul style="list-style-type: none"> Maintain strong stakeholder relationships Provide professional customer service and CRM 	<ul style="list-style-type: none"> No customer / internal complaints received Meet Councils customer charter KPIs
ADMIN	<ul style="list-style-type: none"> Maintain professional administrative support services to the Environmental Services Section in cooperation with corporate Services Undertake performance appraisals and training as directed 	<ul style="list-style-type: none"> Meet Councils corporate policies and service KPIs Complete performance appraisals and all professional development and training
HEALTH + SAFETY	<ul style="list-style-type: none"> Complete relevant safety documentation and report all hazards and incidents 	<ul style="list-style-type: none"> 100% of required Health and Safety documentation is completed and hazards & incidents reported in a timely manner
QUALITY	<ul style="list-style-type: none"> Ensure tasks are complete to a high standard 	<ul style="list-style-type: none"> All tasks are completed to a high standard with minimal errors
TEAM	<ul style="list-style-type: none"> Be a team player and assist proactively within the position's capacity 	<ul style="list-style-type: none"> Demonstrated active participation in requested tasks and involvement in team activities

AUTHORITY/DELEGATION

Works independently, as well as in a team, under general guidance, guidelines and objectives provided by the Manager Environmental Services. This position has delegated purchasing authority in accordance with **Council's Delegation Register**.

RESPONSIBILITIES

INHERENT RESPONSIBILITIES

- To work in a competent, professional, and ethical manner at all times, respecting clients and fellow workers.
- Work in a safe manner at all times and report any workplace risks.
- To comply with all Council policies, practices and procedures and fulfill Council reporting functions as required.
- Communicate all health and safety matters to supervisors where applicable.
- Abide by and assist in maintenance of the Council's Safety Management System
- To be punctual and reliable at all times
- To report problems or difficulties encountered
- Contribute to the Council with suggestions for improvement
- Monitor personal qualifications and licences to ensure currency
- All council employees are bound by the *Local Government Act 2009* to act with integrity, and in a way that shows a proper concern for the public interest. All employees are responsible for acting in accordance with the Balonne Shire Code of Conduct and relevant policies, procedures and protocols as may be applicable.
- Communicate reliably and regularly, especially when working alone.

- Be environmentally responsible by minimising wastage without compromising safety or effectiveness

KEY RESPONSIBILITIES

The key responsibilities may be modified from time to time to ensure the expected outcomes are coordinated with Council’s operational and corporate plans. The key responsibilities include but are not limited to:

Environmental Projects and Services (75%)

- Support the Manager Environmental Services with
 - Environmental policy and procedures development
 - Budgeting, monitoring and reporting
 - Support of Council Advisory Committees, including the biosecurity advisory committee, wild dog advisory committee, and Indigenous Advisory Committee
 - Preparing Council workshop and ordinary meeting agendas and reports
 - Staff training and development
- Assist in the development administration of grant business cases and applications for environmental projects and services, including in partnership with other Councils and organisations
- Assist in planning, monitoring, supporting, and reporting on environmental projects and services
- Support the set up research projects and data collection
- Support and administer minor projects
- Support Stock Route, biosecurity, natural resource management, and cultural heritage management operations and management systems
- Perform other duties within your capabilities as directed

Administration and finance related to the Environmental Services Section

- In cooperations with Council’s corporate finance and administration staff provide good quality and timely administrative and financial support
- Provide oversight to assigned temporary administration staff
- In cooperation with other grants staff, support Environmental Services by providing grant searching, databases, agreements, milestone reporting, acquittals, variations, and other grant administration
- Liaise with finance staff to support program expenditure, budget monitoring, purchasing and payments
- Maintain a high level of customer service and CRM correspondence and administration to meet Council’s customer charter KPIs
- Ensure effective relationships with internal and external stakeholders
- Support technical and information support resources, databases, mapping, web page and social media and communications that support the section
- Improve processes that will increase the effectiveness and efficiency of the Section
- Purchasing activities including procurement of services and goods and accounts payable processing.
- Provide general administrative support, including filling in for other administration staff as required

MANAGEMENT SYSTEMS RESPONSIBILITIES

Organisational Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, for example:
 - changing workforce capabilities through multiskilling, succession planning, knowledge management
 - changing technologies and operational procedures by expanding your knowledge of future trends and required competencies
- Willingness and ability to set the example and live by Council’s values
- Willingness and ability to advocate a positive and constructive organisational culture
- Willingness to accept responsibility for your own actions and decisions, and to be held accountable for such
- Willingness and ability to integrate the competing demands of work, home, community and self
- Willingness to actively participate in all training provided

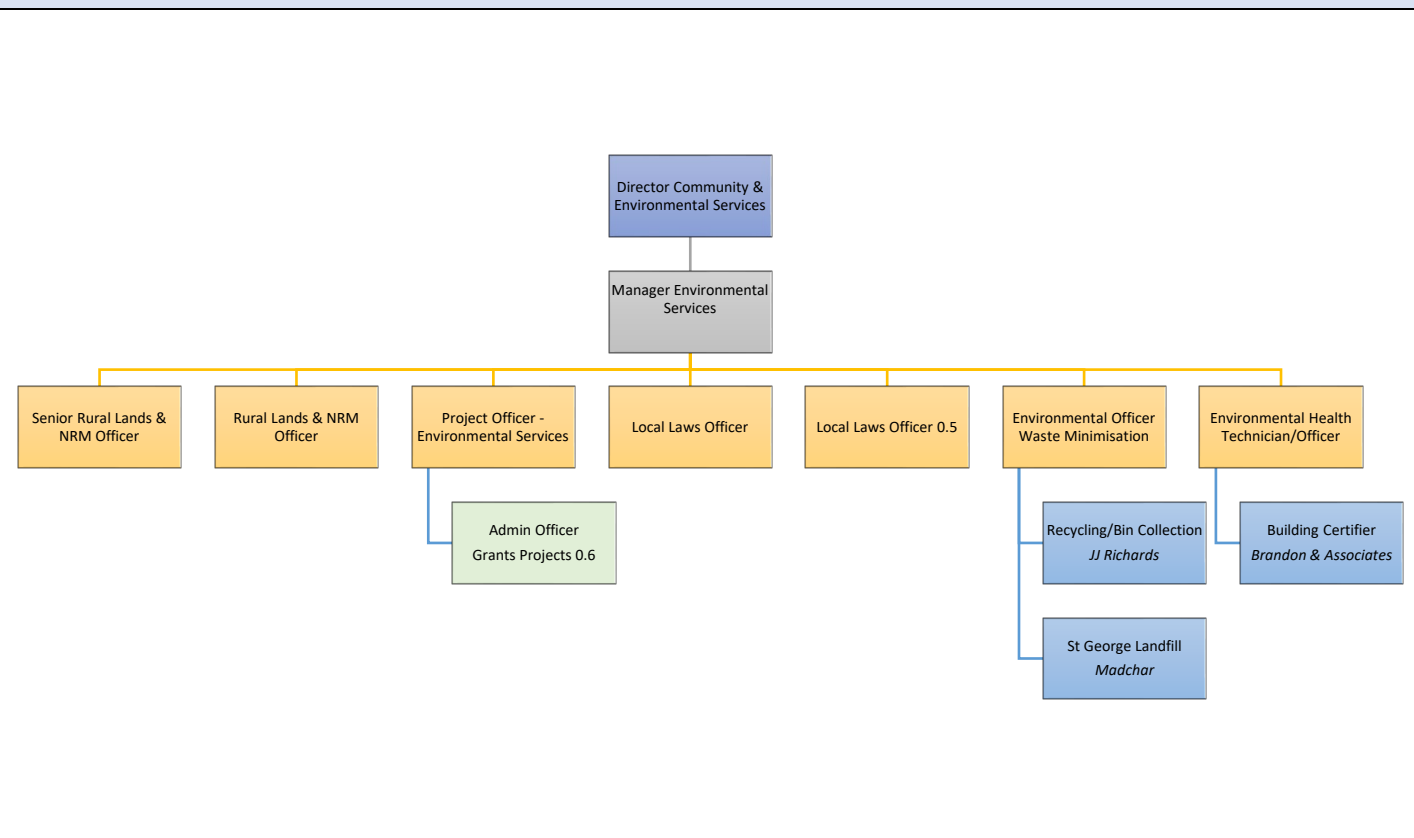
Work Health & Safety (WHS) and Risk Management

- Be responsible and accountable for adhering to the WHS Obligation & Responsibility Statements applicable to the position. A copy of the current Obligations and Responsibility Statement will be provided as part of induction. All safety documentation is available in Council’s safety management system
- Be responsible for applying WHS to daily tasks performed in the workplace including completion of risk assessments
- Undertake a vaccination risk assessment and ensure required vaccinations are completed
- Ensure compliance with COVID Safe Plans as applicable
- Maintain knowledge of safe work procedures in relations to maintenance and construction work
- Report all matters beyond your authority promptly
- Take all practical measures to ensure that your workplace is safe and without risk to health or property

ADMINISTRATION RESPONSIBILITIES

- Assist with the continuing development of a cultural change and continuous improvement within the workforce to ensure departmental services are provided in a competitive, cost effective manner
- Provide appropriate information as requested to assist with the preparation of annual estimates of expenditure in the section, and to report to the Manager Environmental Services circumstances which may cause significant variances in actual expenditure from approved estimates as soon as identified
- Ensure that requests are investigated, acted on and reported upon in accordance with Council Policy
- Ensure that Council Policies and manuals are fully understood and adhered to
- Ensure that approved purchasing procedures are adhered to
- Keep the Manager Environmental Services appropriately and adequately informed on the current state of activities in the section and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced
- Completion of digital time sheets on a daily basis

ORGANISATIONAL STRUCTURE



Application for Employment

Please complete this form for **each** position being applied for. You **must** attach a resume and cover letter to your application. You may also wish to attach additional supporting documentation.

Position: Project Officer - Environmental Services	Reference Number: 22-23-034
Applicant Details	
Surname:	First name:
Postal Address:	
Contact Number:	Alternate Number:
Email Address:	
Summary of Work History	
Current Employer:	Commenced: / /
Location:	
Main Duties:	
Previous Employer:	Commenced: / /
Location:	Concluded: / /
Main Duties:	
Previous Employer:	Commenced: / /
Location:	Concluded: / /
Main Duties:	

Application for Employment

Licences, Certificates and Qualifications

C – Car Other:

Experience

Have you ever performed in a supervisory role? Yes No

Estimated total length of experience:

- Less than 2 years
- Between 2 years and 5 years
- Between 5 years and 10 years
- More than 10 years

In which industry did you gain the majority of this experience?

- Rural Industry
- Mining Industry
- Road Construction / Maintenance
- Other Construction / Maintenance
- Combination of most of the above
- Other:

Application Questions

Do you require any special arrangements at an interview? Yes No

If yes, please provide details below: _____

Do you hold a current Queensland Driver's Licence? Yes, number: _____ No

What is your current residency status?

- Australian Citizen
- New Zealand Citizen
- Resident of Australia
- Other:

Do you have proof of Right to Work in Australia in accordance with the Department of Immigration and Citizenship guidelines? Yes No Non-citizen with a valid visa that provides work rights

Where did you find this advertisement?

- Seek
- Facebook
- Other social media
- Other:
- Employee referral
- Newspaper
- Council website

Referees

Please list the names of two (2) professional referees who are in a position to provide a reference about your work performance:

Reference No. 1

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

Reference No. 2

Name:		Contact Number:
Organisation:		Direct Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration

I declare that, to the best of my knowledge, the answers to the questions in this application are correct, and I understand that, if any false or deliberately misleading information is given or any material fact suppressed, I will not be accepted for employment by Council. If such information or fact is discovered after I have been employed by Council, my employment may be terminated. I understand that I may be required to undergo a pre-employment functional assessment, criminal history check, drug and alcohol test prior to commencement of employment.

Have you attached a copy of your **resume** and **cover letter**? Yes No

Applicant's Name (Print): _____

Signature: _____

Date: ____/____/____

Thank you for your interest and for considering us as a potential employer. Balonne Shire Council is an Equal Employment Opportunity Employer.