



# ENERGISE YOUR CAREER

BE PART OF OUR WORLD



POSITION  
DESCRIPTION



# POSITION DESCRIPTION



<b>POSITION TITLE</b>	Environment & Sustainability Officer	<b>CLASSIFICATION</b>	Level Four (4) – Level Five (5)
<b>DIRECTORATE</b>	Planning, Environment and Community Services	<b>AWARD STREAM</b>	Queensland Local Government Industry Award – State 2017 Award Stream A and Isaac Regional Council Certified Agreement
<b>DEPARTMENT</b>	Liveability and Sustainability	<b>REPORTS TO</b>	Program Leader – Environment and Biodiversity
<b>POSITION NO.</b>	63,523.00	<b>LAST REVIEW DATE</b>	December 2024

## A. ORGANISATION SUMMARY:

Isaac Region covers an area of around 58,000km<sup>2</sup> comprising 120km of Great Barrier Reef coastline and extending over 400km west to incorporate a rich agricultural and grazing heritage in addition to 27 operating coal mines producing the world's premier metallurgical coal. Our residential population of 24,275 is made up of families, young people, resources and agriculture sector workers, retirees and sea/tree changers spread across 17 unique communities including the larger towns of Clermont, Coppabella, Dysart, Glenden, Middlemount, Moranbah, Nebo and St Lawrence. It also includes the smaller communities of Carmila, Clairview, Clarke Creek, Greenhill, Ilbilbie, Kilcummin, Mackenzie River, Mistake Creek and Valkyrie.. Our region is exposed to a range of global influences and drivers which present unique challenges to the local government professionals who serve it. In order to address these challenges, the organisation is heavily invested in growing our cultural leadership capability to deliver on the Isaac Vision which is Helping to energise the world. This work is being supplemented by a 5-year Isaac Capability Plan to help create the organisational settings which will be needed to address these external influences over the next 5-10 years.

## B. DEPARTMENT SUMMARY:

The Planning Environment & Community Services (PECS) Directorate is accountable for planning and delivering the majority of Council's customer-facing and frontline services. It also plans and delivers sustainable futures for Isaac's many communities as well as ensuring safe and liveable communities through its several regulatory functions. It integrates with other Directorates across Council to realise the Isaac Vision through a range of corporate, operational and business plans. In pursuing the Isaac Vision, the PECS Directorate is directed by its Noble Purpose of... *Building communities through trusted customer service and creating value.*

## C. POSITION SUMMARY:

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The Liveability and Sustainability Department purpose is to ensure that Isaac's future is planned in an integrated and sustainable manner. The department's planning needs to drive and enable strong social, environmental and economic futures for the Region. It is expected to reflect the Isaac Vision and PECS Noble Purpose and be done in an engaged and collaborative way with the wider and individual communities as appropriate, the Council and its Executive, the PECS Directorate and wider organisation. The deliverables including the new Regional Planning Scheme and its subsequent implementation need to be realistic yet aspirational in what Isaac can be.

The inclusion of the Environment and Biodiversity Team in Council's integrated planning group (i.e. Liveability and Sustainability Department) is a milestone in recognising that strong environmental and sustainable futures for Isaac need to be factored into any future planning for the region. The team will therefore have both an internal (organisational) and external (Region-wide and beyond) brief to influence and lead thought, strategies, programs and activities that practically and progressively protect the Region's environmental values and overall sustainability.

The Environment & Sustainability Officer position takes a lead role in developing, implementing and maintaining programs which encourage and increase sustainable practices throughout the Isaac community. The PECS Directorate is committed to high levels of accountability, community capacity building, community development, service, trust and value in pursuing the Isaac Vision.

## D. DUTIES:

### POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Assisting in the development, implementation and maintenance of strategies, programs and plans to encourage environmentally sustainable practices of Council operations within the community;
2. Ability to supervise and coordinate projects relevant to the Liveability & Sustainability department;
3. Good knowledge of state and federal environmentally relevant legislation, specifically working knowledge under the Biosecurity Act 2014, Stock Route Management Act 2002 and the Environmental Protection Act 1994 with the ability to rapidly acquire knowledge of other relevant legislation;
4. Exercise 'Authorised Officer' delegations and responsibilities under the Biosecurity Act 2014 and Stock Route Management Act 2002 including investigations and compliance actions relevant to the act;
5. Carry out highly technical activities in relation to pest control, compliance and facility maintenance operations requiring initiative and judgement in the selection and application of established principles, techniques and methods ensuring legislative obligations and requirements are met;
6. Providing advice to Council on environmental management issues and the possible impact on development and planning issues;
7. Improving Council's management of sustainability and biodiversity by promoting better practices through education and assisting in the development of strategies and plans for effective and efficient use of resources both in Council's operations and within its communities.
8. Having a sound knowledge and ability to identify significant state and regional weed species and the ability to provide assistance and guidance to other departments; contractors; community and industry groups and members of the public;

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9. Assist the Senior Environment & Sustainability Officer with investigating and pursuing avenues for obtaining funding and resources for implementation of Council's environmental, stock route, sustainability and coastal management objectives;
10. Representing Council on relevant committees, working groups, public forums and workshops relevant to the Department as required;
11. Building and maintaining networks and relationships with internal and external stakeholders
12. Initiating and preparing responses to customer enquiries relevant to the position and Department;
13. Ability to identify, design and implement small scale revegetation and pest management projects, with the ability to carry out works if needed;
14. Where necessary, promoting understanding and education of environmental issues, and encouraging community and stakeholder participation in managing natural resources throughout the Isaac Region, including preparation of articles, newsletters and running of field days;
15. Ability to assist the Senior Environment & Sustainability Officer to identify, design and implement revegetation, stock route and pest management projects, with the ability to carry out works if needed;
16. Providing high level of support to the Program Leader – Environment & Biodiversity, Senior Environment & Sustainability Officer and Liveability & Sustainability team;
17. Implementation and ongoing management of the cultural leadership program and the assigned aspects of the Isaac Capability Plan 2027 both within the department and directorate; as well as positively influencing their implementation corporately.
18. Perform all duties in a professional and ethical manner, participate in teamwork, maintain and develop ongoing personal standards and competence, effectively manage own personal work priorities and promote the PECS Noble Purpose Enablers and values;
19. Self-motivated and collaborative approach to resolving or finding solutions to matters or issues which present, and which are not specifically listed as accountabilities; and
20. Undertake any other duties and special projects as required, as are reasonably within the limits of the employee's skills, competence and training.

## E. KEY COMPETENCIES:

### Knowledge and skills

#### Essential

1. Demonstrated understanding of economic, environmental and legislative issues impacting coastal/natural resources;
2. Completion of Agricultural Chemical Distribution License or willingness to undertake as a priority on commencement of employment;
3. Completion of vertebrate poisons operation licence/Certificate, or willingness to undertake as a priority on commencement of employment;
4. Proven ability to plan and implement community programs, projects and training, including the ability to develop and maintain business and industry partnerships;
5. Demonstrated project management skills, with the ability to consistently achieve goals, work autonomously and prioritise work tasks to achieve program objectives;
6. High-level written and interpersonal skills including advanced negotiation, liaison, mediation skills and public speaking. Previous experience in developing funding applications and grants would be highly regarded;
7. Demonstrated research, planning, analytical and problem-solving skills, transferrable to this



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position.

## Experience

1. High level of experience and knowledge of Microsoft applications.

## Qualifications

### Mandatory:

1. The role requires the possession of a current C Class Open Australian Drivers Licence.

### Desirable:

1. Tertiary level qualifications within a natural resource or environmental sciences/management field.

## F. PHYSICAL DEMAND CATEGORY:

- Sedentary Work  
 Light Duty - Frequent lifting / carrying of objects weighing up to 5kgs.  
 Medium Work - Frequent lifting / carrying of objects weighing up to 10kgs.  
 Heavy Work - Frequent lifting / carrying of objects weighing up to 25kgs or more.

## Audio-Visual Demands:

- Depth Perception       Colour Discrimination       Peripheral Vision       Hearing (Avg)

## Specific Actions Required:

This job may include:

- | Standing/Walking                              | Sitting                                       | Driving                                       |
|---|---|---|
| <input type="checkbox"/> None                 | <input type="checkbox"/> None                 | <input type="checkbox"/> None                 |
| <input type="checkbox"/> Occasional           | <input type="checkbox"/> Occasional           | <input type="checkbox"/> Occasional           |
| <input checked="" type="checkbox"/> 1 - 4 Hrs | <input type="checkbox"/> 1 - 4 Hrs            | <input type="checkbox"/> 1 - 4 Hrs            |
| <input type="checkbox"/> 4 - 6 Hrs            | <input checked="" type="checkbox"/> 4 - 6 Hrs | <input checked="" type="checkbox"/> 4 - 6 Hrs |
| <input type="checkbox"/> 6 - 8 Hrs            | <input type="checkbox"/> 6 - 8 Hrs            | <input type="checkbox"/> 6 - 8 Hrs            |

## Work Environment:

- | Attribute:    | Yes                                 | No                                  |
|---------------|-------------------------------------|-------------------------------------|
| Chemicals     | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Cold          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Dampness      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Fumes/Gases   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Heat/Humidity | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Heights       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Noise         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

## Repetitive Motions:

- Simple Grasping     Fine Manipulation     Pushing & Pulling     Finger Dexterity     Foot Movement

## This Job Will Require:

- | Manoeuvre | Frequent                 | Occasional                          | None                     |
|-----------|--------------------------|-------------------------------------|--------------------------|
| Bending   | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Squatting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Climbing  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Twisting  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reaching  | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |



## **G. DELEGATED AUTHORITY AND ACCOUNTABILITY (in accordance with the Delegated Authorities Register):**

Delegations as detailed in Council's Delegation of Authority register.

### **EXTENT OF AUTHORITY:**

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority, and know and comply with any authority/obligation that comes with their powers.

## **H. WORK HEALTH SAFETY, QUALITY AND ENVIRONMENTAL OBLIGATIONS:**

### **Workers and Others authorities and responsibilities include the following:**

1. Comply with any and all policy, procedures and work instructions to ensure the requirements for health, safety, wellbeing, quality and environment are adhered to.
2. Take reasonable care for their own health and safety.
3. Ensure actions or omissions do not adversely affect the health, safety and wellbeing of others or the environment.
4. Comply with any reasonable instruction to comply with the Work Health and Safety Act Qld (2011).
5. Immediately notifying their manager or Supervisor of any workplace hazard identified and rectify hazard if possible.
6. To participate in risk assessments utilising the 'Think ISAAC' risk model and ensure personal safety through the use of the personal risk assessments.
7. To use personal protective equipment if the equipment particularly is provided by Council and you are instructed in its use.
8. Raise any non-conformances with their supervisor.
9. Comply with the requirements of Councils health and wellbeing policy, including participation in medicals, obtaining vaccinations and maintaining a general level of fitness to work.
10. Participate in Councils rehabilitation and return to work processes as required.
11. Actively contribute to prevention of environmental harm, by compliance with any and all procedures.
12. Informing your supervisor as soon as possible of anything which may be harmful to the environment, for example, spills and leaks.
13. Consider and respond to internal and external customer needs in timely fashion.

### **Equipment Operated**

1. Computer, motor vehicle

## **I. RESPONSIBILITIES:**

### **Corporate Responsibilities**

#### **Code of Conduct**

1. Compliance with Council's Code of Conduct, management directives and policies and procedures, ensuring that behaviour and conduct;

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- a. is in line with the expectations of Council as specified in the Code of Conduct, and
  - b. decisions are made based on the principles of sound ethics and sound judgement.
2. Act at all times in line with the Principles as outlined in Council's Code of Conduct. Specifically;
    - a. Integrity and Impartiality
    - b. Promoting the Public Good
    - c. Commitment to the system of government
    - d. Accountability and transparency

## Conflict of Interest

1. Employees of Council have specific obligations relating to conflict of interest and where there may be a conflict of interest with Council activities or there may be a detrimental effect on the performance of the employee, other employment or contracts will not be undertaken without prior written approval from the CEO.

## Other

- Commitment to Council's Corporate Plan.
- Commitment to Equal Employment Opportunity, Diversity and Merit principles.
- Commitment to ensuring a workplace free from harassment and discrimination.
- Efficient and effective utilisation of resources as allocated under the level of responsibility for this position.

## J. GENERAL OBLIGATIONS:

1. This is a description of the job as it is at presently constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with direct reports and may involve a representative of Human Resources. You will, therefore, be expected to participate fully in such discussions. It is the organisation's aim to reach agreement to reasonable changes where identified.
2. Employees may be required to undertake a variety of duties not related to their substantive role in times of disaster or significant organisational crisis.
3. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
4. All employees shall be required by the Council to obtain and to maintain the necessary registration and licences that such employee would normally be required to hold in order to fulfil their position.

## K. CERTIFICATION:

1. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

EMPLOYEE

DEPARTMENT MANAGER



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<b>NAME</b>		
<b>SIGNATURE</b>		
<b>DATE</b>		



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# POSITION DESCRIPTION

## Isaac Regional Council

We're delivering in a changing world



### OUR VISION

Helping to energise the world.  
A region that feeds, powers and builds communities, now and for the future.



### OUR GOAL

To pursue long-term sustainable futures for Isaac's communities.



### OUR VALUES

#### COMMUNITY FOCUS

We engage and communicate authentically with all Isaac communities to understand both their common and specific needs.

We will continuously improve how we address those needs to help future-proof our region.

#### TEAMWORK

We expect respectful relationships in our work together, to achieve.

We cultivate commitment through shared purpose, to create value.

#### CARING

We are committed to working safely and caring for the safety and wellbeing of our people and communities.

We believe that people matter.

#### POSITIVE WORK ETHIC

We do our best every day to have pride and enjoyment in our work.

We display accountability, transparency, procedural consistency and integrity.

We seek the highest possible practical outcomes in everything we do.

We practice the knowledge that how we do things is just as important as what we do.

## At Isaac, the how matters.