

SENIOR ENVIRONMENT AND SUSTAINABILITY OFFICER

POSITION DESCRIPTION

Position Title	Senior Environment & Sustainability Officer
Directorate	Community Services
Department	Planning and Environment
Position No.	63,521.00
Classification	Level Five (5) – Level Six (6)
Awards Stream	Queensland Local Government Industry (Stream A) Award - State 2017
Reports To	Program Leader – Environment and Sustainability
Last Review Date	July 2026

ORGANISATION SUMMARY:

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 Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

DEPARTMENT SUMMARY:

The Planning and Environment Department's purpose is to ensure that Isaac's future is planned in an integrated and sustainable manner. The department's planning drives and enables strong social,

environmental and economic futures for the Region. It is expected to reflect the Isaac Vision and Communities 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 Communities Directorate and wider organisation.

POSITION SUMMARY:

The Senior Environment & Sustainability Officer position takes a lead role in developing, implementing and maintaining programs which encourage and increase sustainable practices throughout the Isaac community. As a leadership position in the team, they have strong interpersonal and team skills to contribute and play a role in mentoring and developing staff.

DUTIES:

POSITION SPECIFIC ACCOUNTABILITIES / PERFORMANCE OBJECTIVES (INPUTS/OUTPUTS)

1. Provide leadership, supervision and mentoring to the Environment & Sustainability Officer demonstrating both humility and a genuine affinity and respect for people;
2. Developing, implementing and maintaining strategies, programs and plans to encourage environmentally sustainable practices of Council operations within the community;
3. Ability to supervise and coordinate projects relevant to the Planning and Environment department;
4. Comprehensive knowledge of state and federal environmentally relevant legislation, specifically working knowledge under the *Biosecurity Act 2014* and the *Environmental Protection Act 1994*, with the ability to rapidly acquire knowledge of other relevant legislation;
5. Comprehensive knowledge of Council's policies and procedures relevant to the Planning & Environment department;
6. Exercise 'Authorised Officer' delegations and responsibilities under the *Biosecurity Act 2014* including investigations and compliance actions relevant to the act;
7. Providing advice to Council on environmental management issues and the possible impact on development and planning issues;
8. Improving Council's management of sustainability and biodiversity by promoting better practices through education and developing strategies and plans for effective and efficient use of resources both in Council's operations and within its communities.
9. Comprehensive knowledge and ability to identify significant state and regional weed species, and the ability to provide assistance and guidance to staff and contractors;
10. Investigating and pursuing avenues for obtaining funding and resources for implementation of Council's environmental, sustainability and coastal management objectives;
11. Representing Council on relevant committees, working groups, public forums and workshops relevant to the Department as required;
12. Initiating and preparing responses to customer enquiries relevant to the position and Department;
13. Ability to identify, design and implement revegetation and pest management projects, with the ability to carry out works if needed;
14. Providing high level of support and technical advice to the Environment & Sustainability Officer and Planning & Environment team;
15. 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;
16. Assisting Program Leader - Environment and Sustainability in the development of reports for advisory committees and Council meetings;
17. 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 Noble Purpose and values;
18. 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.

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, projects or service or development activities as reasonably directed within the scope of the employee's skills, competence and training.

KEY COMPETENCIES:

Knowledge and skills

Essential

1. Demonstrated understanding of economic, environment, social and legislative issues impacting rural communities;
2. Proven ability to plan and implement community programs, projects and training, including the ability to develop and maintain business and industry partnerships;
3. Demonstrated project management skills, with the ability to consistently achieve goals, work autonomously and prioritise work tasks to achieve program objectives;
4. High-level written and interpersonal skills including advanced negotiation, liaison, mediation skills, and public speaking.
5. Previous experience in developing funding applications and grants would be highly regarded;
6. Demonstrated research, planning, analytical and problem-solving skills, transferrable to this position.

Experience

1. Five (5) years' experience in an environmental or natural sciences role;
2. High level of experience and knowledge of Microsoft applications. Applicants may be required to undertake pre-employment testing;
3. Experience working in local or state government is desired.

Qualifications

Mandatory – this role requires the possession of:

1. Construction White Card (Construction Industry)
2. C Class Open Australian Drivers Licence.

Desirable

1. Tertiary qualifications within Environmental Science, Natural Sciences and/or other relevant fields.
2. ACDC Commercial Operators Licence.

DELEGATED AUTHORITY AND ACCOUNTABILITY:

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 and obligation that comes with their powers.

CERTIFICATION:

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

	EMPLOYEE	DEPARTMENT MANAGER
Name		
Signature		
Date		