

ENVIRONMENT AND SUSTAINABILITY OFFICER

POSITION DESCRIPTION

Position Title	Environment and Sustainability Officer
Directorate	Community Services
Department	Planning and Environment
Position No.	63,524.00
Classification	Level Three (3) - Four (4)
Awards Stream	Queensland Local Government Industry (Stream A) Award - State 2017
Reports To	Program Leader – Environment and Sustainability
Last Review Date	August 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 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.

POSITION SUMMARY:

DUTIES:

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;
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 & Sustainability, 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.

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 position.

Qualifications

Mandatory – this role requires the possession of:

1. Valid Drivers Licence.

Desirable

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

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		