

Position Description

POSITION	Resource Recovery Environment and Safety Officer	
REPORTS TO	Team Leader Resource Recovery Operations	
DIRECTORATE	Infrastructure Services	
BRANCH	Resource Recovery	
CLASSIFICATION	Grade 9	
STAFF	Nil	
CONTACTS	Internal General Management and staff at all levels	External Customers Contractors Consultants Government Departments Community Organisations

Position of Trust

This position has been identified as a Position of Trust based on the duties and responsibilities of the role. It is a condition of employment that employees occupying a Position of Trust undertake a National Criminal History Check as part of the selection process.

Position Objective

The position is responsible for the environmental, safety and governance systems and compliance associated with Council's Resource Recovery operations, projects and strategic programs.

Organisation Values

You will demonstrate the Byron Shire Council's Organisational Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Byron Shire Council will be underpinned by a commitment and belief in our Organisational Values, which are:



**We lead with
enthusiasm and
purpose**



**We are open,
honest and
respectful**



**We foster
wellbeing and
creativity**



**We achieve our
goals and
succeed together**

Key Responsibilities

Organisational Relationships

- Contribute to corporate goals and harmony by accepting responsibility for own work, participating in a positive manner and contributing to workplace change.
- Contribute to a culture of continuous improvement and effective and enjoyable work practices and relationships.

Operations Management

- Maintain compliance with all statutory requirements around waste infrastructure and operations, including EPA licences, EPA regulation, Myocum Landfill Environmental Management Plan, Protection of the Environment Act and Development Consent.
- Develop, implement, monitor, and maintain Environment, Safety and Governance integrated management systems in alignment with relevant standards that provide for continual improvement of performance for all resource recovery operations.
- Deliver projects and programs associated with resource recovery operations and services, including those relating but not limited to:
 - Environmental impact assessment;
 - Environmental risk assessment;
 - Environmental auditing;
 - Environmental incident and emergency response; and
 - Environmental training and education.
- Provide a point of contact for community, industry and students requesting advice and consultation on environmental management and compliance matters pertaining to resource recovery services.
- Assist with cross divisional initiatives that deliver Council's adopted strategies in relation to emission reduction and climate change mitigation.
- Prepare Council reports necessary for the progression of environmental programs and projects.
- Assist with reporting resource recovery activities through the production of statutory annual reports, monthly waste levy contribution report and other external and internal reports as required.
- Maintain, manage, and analyse records, information, and data relevant to areas of responsibility to fulfil reporting requirements, requests for information and ensure environmental management of the operational site.

- Ensure quality and compliance of resource recovery products in accordance with NSW EPA orders and exemptions.
- Manage contractors and consultants engaged to undertake projects pertaining to resource recovery services and environmental management.
- Support the team to prepare and manage grant applications with regards to site upgrades and improvements in accordance with Council Strategies and Plans.
- Provide input into projects and programs within the Resource Recovery branch, in accordance with Council's established project management frameworks, to ensure that projects are monitored, reported, reviewed and delivered in accordance with agreed project plan
- Manage project governance and necessary reporting in accordance with established Council and NSW EPA frameworks

Financial Management

- Ensure compliance with delegations of the position is maintained.
- Ensure that activities operate within budgetary constraints.
- Assist with the development of project and annual budgets.
- Develop, improve and monitor financial governance systems.

Human Resource Management

- Comply with Council's Code of Conduct, Equal Employment Opportunity, Work Health Safety, corporate and human resources policies and procedures.

Work Health & Safety Management

- Work in a safe manner having regard for the environment, self and others and contribute to the development and implementation of Council's and the Directorate's Work Health Safety and environmental management policies, protocols, procedures and practices.
- Be responsible and accountable for the safety of workers and company property under your supervision.
- Report all risks, hazards, incidents and injuries immediately to Supervisor and through Councils Safety System.
- Be responsible for ensuring all Work Health Safety legislative requirements and Council and Directorate Work Health Safety policies, procedures, guidelines, tools, and requirements are always followed.
- Carry out hazard and risk assessment taking appropriate action to remedy, eliminate or minimize the risks to maintain workplace safety.

Other Duties

- Other such duties as required that are within the limits of the employee's skill, competence and training.
- Provide support and relief to Team Leader Resource Recovery Operations as required.

Qualifications

- Tertiary qualification in Environmental Science, Environmental Management, Waste Management and/or equivalent extensive experience in the environment or waste management industries.

Experience

- Experience in implementing environmental management systems that support regulatory compliance and levels of service.
- Experience in environmental management of a landfill site and associated EPA license conditions
- Experience in analysing data, preparing reports, and evaluating outcomes.
- Experience with WHS systems including but not limited to the development and implementation of safe operating procedures (SOP) and safe method work statements (SWMS)

Knowledge

- Sound knowledge of NSW Environmental legislation and regulatory frameworks as they pertain to transfer station, landfill, and resource recovery service delivery.
- Sound knowledge of contemporary environmental issues in the areas of sustainability and natural resource management in the context of resource recovery service delivery.
- Knowledge of NSW Health and Safety legislation, standards, and codes as they pertain to transfer station, landfill, and resource recovery service delivery.

Competencies

Demonstrated ability to;

- Interpret and translate legislation, regulation, technical requirements and data into plans and strategies that can be readily implemented and maintained.
- Develop and deliver Environmental, Safety and Governance Management Systems that integrate with organisational frameworks.

- Plan and manage multiple projects/tasks whilst maintaining project discipline and governance and providing required reports and information with speed and accuracy.
- Analyse complex information and make sound recommendations.
- Communicate effectively and to a high standard across all levels of Council and with a range of community groups and stakeholders.
- Be self-motivated, demonstrate initiative and be able to work autonomously to solve complex problems.
- Coordinate, manage and prioritise own workload in a busy complex environment.
- Demonstrated ability to learn and utilise a range of software systems and manipulate, interpret, and analyse complex data.

Selection Criteria

Essential Criteria

- Tertiary qualification in Environmental Science, Environmental Management, Waste Management and/or equivalent extensive experience in the environment or waste management industries.
- Experience in implementing and delivering environmental management systems that support regulatory compliance and levels of service.
- Demonstrated knowledge of NSW Environmental legislation and regulatory frameworks as they pertain to transfer station, landfill, and resource recovery service delivery.
- Experience working in a waste and resource recovery environment.
- Experience in implementing and delivering safety management systems that support regulatory compliance and levels of service and drive a “safety-first” culture.
- Excellent organisation skills and ability to plan and prioritise multiple projects while consistently meeting agreed timeframes.
- Excellent interpersonal skills and ability to provide excellent customer service and deliver quality service outcomes as part of a multi-disciplinary team.
- Demonstrated commitment to Work Health Safety, Equal Employment Opportunity, and Cultural Diversity principles.
- Current Drivers Licence.

Preferred Criteria

- Knowledge and experience in Integrated Management Systems in the areas of Environment, Work Health and Safety, Governance and Quality management systems.
- Experience in leachate and integrated water management
- Sound knowledge of contemporary environmental issues in the areas of sustainability and natural resource management in the context of resource recovery service delivery.
- Ability to work independently, maintain plans and records, and prepare required reports.

PRESENT OCCUPANT:

SIGNATURE:

SUPERVISOR:

Team Leader

Resource Recovery Operations

SIGNATURE:

People and Culture use:

National Criminal History Check ☐

Working with Children Clearance ☐

Functional Health Assessment ☐

Immunisations ☐