



# Position Description

Non-supervisory Employees

<b>Position Title</b>	<b>Environmental Assessment Officer</b>
<b>Section</b>	Environmental Services
<b>Division</b>	Development and Environment
<b>Reports to</b>	Natural Resources Manager
<b>Grade</b>	15
<b>Employment Status (FT/PT/Casual/Temp)</b>	Full-Time

## Position purpose

To carry out and coordinate the peer review process of Part 5 approvals associated with Council developments and undertake other supporting activities

## Position specific responsibilities

The key duties you are expected to perform in your role.

- Undertake Staff training on dealing with all aspects of Part 5 matters;
- Reviewing, updating and managing the Part 5 manual and supporting templates;
- Input into scoping of outsourced REFs for more complex projects;
- Internal advice to project owners for routine REF development;
- Reviewing REFs (internal and externally developed) and advising Group Managers in relation to Part 5 determinations;
- Auditing for compliance with controls specified in a Part 5 approval; and
- Any other related duties as directed



## Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

## Values-based behaviours for Non-Supervisory Employees

### Values

### Expected Behaviour

#### Communication

- I communicate with respect
- I constructively contribute to team meetings, toolbox talks and conversations
- I share information and ideas with colleagues
- I ask questions if I don't understand

#### Accountability

- I always work in a safe manner, looking after my own safety and the safety of those around me
- I am responsible for my own actions
- I take initiative to progress my own work
- I follow through on my work commitments

#### Professionalism

- I treat others with respect
- I complete my work to the best of my ability
- I take pride in my work
- I am flexible and responsive to changing work priorities and issues

#### Integrity

- I act honestly
- I understand and follow the law, rules, policies, guidelines and the Code of Conduct
- I treat others the way I wish to be treated
- I contribute positively to our work

#### Teamwork

- I look for, and am open to, new and better ways of doing things, together
- I am an engaged and enthusiastic team player
- I step in to help others when workloads are high
- I cooperate with my team members and supervisors



**Document Endorsement**

**Date**     7/9/2017

**Group Manager**     Environmental Services

**Date**     7/9/2017

**Director**             Development and Environment

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

**Employee Name**             \_\_\_\_\_

**Employee Signature**       \_\_\_\_\_

**Date**                         \_\_\_\_\_