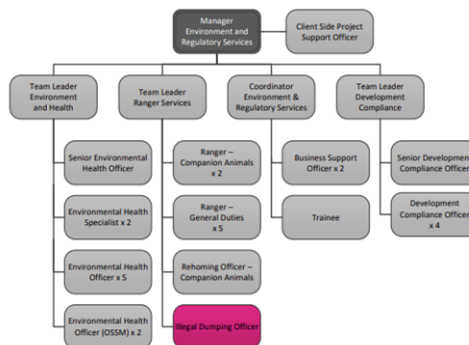


POSITION DESCRIPTION

Position Title	Environmental Protection Officer (Illegal Dumping)
Position Number	42145.1
Division/Directorate	Planning & Environment
Branch	Environment & Regulatory Services
Grade	14
Band and Level	Band 2 / Level 3
Special Requirements	<ul style="list-style-type: none"> • Participate in pre-employment Criminal record check • Drivers' licence • Attending a pre-employment medical • Ability to work over a seven-day roster, weekends and public holidays • Participating in an on-call roster
Physical and Environmental Demands	<p>There is a requirement for physical, sensory, psychosocial and environmental demands.</p> <p>Refer to the TIA for further information.</p>
Reports To	Team Leader Ranger Services
Authorities	As detailed within the Delegation Register as delegated by the General Manager
Key Direction/s	<p>Welcoming – Embracing our vibrant and diverse community</p> <p>Balanced – Providing sustainable and responsible solution that enhance our heritage and natural environment</p>

Reporting Structure



Position Purpose
The Environmental Protection Officer (Illegal Dumping) position delivers educational programs and undertakes regulatory activities that enhance community health and well-being.
Key Result Areas
<p>Lead Change – Support, promote and champion change, as well as assist others to engage with change.</p> <p>Customer Service – Create a customer centric service environment and reward service excellence.</p> <p>Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.</p> <p>Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.</p> <p>Display Resilience & Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change.</p> <p>Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.</p> <p>Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives.</p>
Key Duties & Responsibilities
<ol style="list-style-type: none"> 1. Protect the health, safety, and well-being of the Camden community by implementing relevant legislation. 2. Reduce illegal dumping by developing and implementing proactive strategies and compliance programs through collaboration with internal staff. 3. Develop and deliver community education programs in conjunction with Council’s Waste & City Presentation team and/or RID Squad, and represent Council at forums, meetings and with relevant stakeholders. 4. Provide technical advice and prepare briefs of evidence for legal proceedings related to illegal dumping. Represent Council in Court as needed. 5. Effectively manage funding and grants for Illegal Dumping Programs, ensuring compliance and effective use of funds reported in alignment with program goals and compliance requirements. 6. Actively support the Environment & Regulatory Services operations and objectives by performing additional duties as required, within the scope of the employee’s skills and abilities. 7. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous. 8. Continuously display Council’s corporate core values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.
WHS Responsibility
Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.
Risk Management Responsibilities
<ol style="list-style-type: none"> 1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace. 2. Responsible and accountable for taking practical steps to minimise Council’s exposure to risks in so far as is reasonably practicable. 3. Must be aware of operational and business risks. Particularly: <ul style="list-style-type: none"> o understand and adhere to the principles of Risk Management within their job role; o assist Managers and Team Leaders in identifying risks and risk treatments in their job role; o provide input into various risk management activities; o report all emerging risks, issues and incidents to their manager or appropriate officer; and o follow Council policies and procedures.
Records & Information Management Responsibilities

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

Essential Criteria

1. Relevant Council Law Enforcement Officer training such as Certificate IV Government (Investigations), similar qualification or demonstrated relevant experience and willingness to complete relevant qualification.
2. A sound working knowledge and experience in the application and administration of Legislation associated with illegal waste dumping including the Local Government Act and Protection of the Environment Operations Act.
3. Demonstrated ability to record accurate details, take statements, undertake records of interviews, and gather evidence.
4. Well-developed written and verbal communication skills and ability to interact effectively with a range of stakeholders both internal and external to negotiate outcomes and resolve conflict.
5. Proven ability to work independently and as part of a team with minimal supervision.
6. Demonstrated ability to successfully manage challenging situations and unpredictable environments within the community, autonomously.
7. Understanding and commitment to WHS and EEO principles.
8. Ability drive a Council four-wheel drive vehicle

Desirable Criteria

1. Experience in applying for and managing grant applications.

Prepared By	Louise Maddalena
Date Prepared	November 2024

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Employee Name:	
Employee Signature:	
Date:	