



Employment Application Pack

Position Title:	Principal Environmental Scientist/Engineer
Vacancy Reference Number:	VRN23/24-081
Department:	Infrastructure Services
Location:	Biloela
Employment Status:	Full Time, Maximum Term
Recruitment Status:	Position is open until filled

TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences **are** required to be submitted (please also include details in the application form)

Your Cover Letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the Position Description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the Position Description.

Email: enquiries@banana.qld.gov.au

In person: Banana Shire Council Admin Office, 62 Valentine Plains Road, Biloela

BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

APPLICANT DETAILS

POSITION APPLYING FOR: Principal Environmental Scientists/Engineer		VRN 23/24-081
FAMILY NAME:		GIVEN NAME(S):
TITLE: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____		
MAILING ADDRESS:		MOBILE NO:
POSTCODE:		TELEPHONE NO:
EMAIL ADDRESS:		

IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?

<input type="checkbox"/> Facebook	<input type="checkbox"/> SEEK	<input type="checkbox"/> LinkedIn
<input type="checkbox"/> Newspapers _____	<input type="checkbox"/> Posters/Mail outs	<input type="checkbox"/> The Australian Local Government Job Directory
<input type="checkbox"/> Banana Shire Council Website	<input type="checkbox"/> On-Line (Please specify website) _____	

ELIGIBILITY TO WORK IN AUSTRALIA (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Are you an Australian/New Zealand citizen or Permanent Resident? Yes ☐ No ☐

If no, do you have a working visa? (Please specify type) Yes ☐ No ☐

LICENCES (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Class of Licence:	<input type="checkbox"/> Car (C)	<input type="checkbox"/> LR	<input type="checkbox"/> MR	<input type="checkbox"/> HR	<input type="checkbox"/> HC	<input type="checkbox"/> MC	<input type="checkbox"/> RE/R
<input type="checkbox"/> Open <input type="checkbox"/> Provisional <input type="checkbox"/> Learners							
Licence issued in	<input type="checkbox"/> Queensland	<input type="checkbox"/> Another State/Territory	<input type="checkbox"/> Another Nation				

PLANT OPERATOR TICKETS (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Please list the **current** Plant Operator Tickets you possess (**Please provide details on a separate sheet if necessary**):

BLUE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? ☐ Yes ☐ No

WHITE CARD (Originals must be presented upon, or prior to, commencement of employment as requested by Council)

Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? ☐ Yes ☐ No

QUALIFICATIONS (Please provide details on separate sheet if more than one Qualification is held)

Level of Qualification: ☐ Masters ☐ Post Graduate ☐ Degree ☐ Diploma ☐ Certificate/Trade ☐ School

Course Name: _____ Year Qualification Obtained: _____

Educational establishment where qualification attained: ☐ University ☐ TAFE ☐ Other Training Centre ☐ School

Name of Establishment: _____ Country (If outside Australia): _____

REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council need to be aware of to make reasonable adjustments? Yes ☐ No ☐

If yes, please state details:

WORK RELATED REFEREES

Name: _____ Mobile phone No : _____

Organisation: _____ Business phone No: _____

Name: _____ Mobile phone No : _____

Organisation: _____ Business phone No: _____

EMPLOYMENT HISTORY (Mandatory)

Employer	Length of Service	Year Completed Service	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the Payroll department of the above mentioned Employer to confirm the following;

1. Length of Service
2. Position Title held at time of resignation

PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

☐ Yes ☐ No

If yes, please indicate persons you have an association with: _____

- I certify that all answers and statements on this Application Form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the Health Declaration Form and agree to a medical examination with Council's medical practitioner if required by Council.
- I authorise Council to conduct Police Search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the Employer's Payroll Department for employment purposes only.

Name: _____ Signature: _____ Date: _____

PRIVACY COLLECTION NOTICE:

The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented or Council is required or authorised by law to do so.

Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned.

Principal Environmental Engineer

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	Principal Environmental Engineer		
Classification:	8	Position Status:	Full Time, Maximum Term
Employment Conditions:	Contract – 2 years.		
Department:	Infrastructure Services	Location:	Biloela
Reports to:	Director Infrastructure Services	Number of reports:	1

ABOUT COUNCIL

Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council's operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

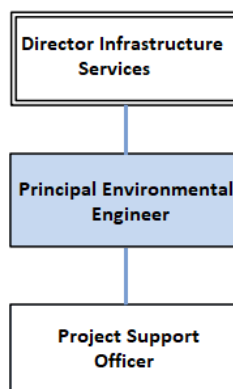
GENERAL POSITION INFORMATION

Provides technical advice and support to the activities of the Infrastructure Directorate, including Capital Works, Maintenance Works, Funded Projects, Strategic Planning, Development approvals, Contractor Management, Government Departmental liaison and reporting regarding the environmental management of all Council's Infrastructure projects.

The role will also develop strategic alliances with other essential stakeholders, community, government and industry to assist in the delivery of long-term project outcomes and relationships.

Maintain project environment and risk management functions of Council and support project teams in the preparation of project plans and compliance documentation.

ORGANISATIONAL REPORTING ARRANGEMENTS



DUTIES AND RESPONSIBILITIES

- Provide technical advice and support for environmental engineering within the operations of Council's Infrastructure Section.
- Provide advice and implement changes on environmental engineering and environmental sustainability within Council;
- Manage the environmental and cultural obligations of Council's Infrastructure projects across the planning, design and construction supervision phases of the works;
- Assist in the submission of applications for funding of projects and activities to improve Council's environmental performance and to manage the delivery of these projects;
- Report on issues and activities in a timely manner that may influence Council operations and/or relations with Council's customers.
- Develop strategies and assist in promoting Council's role and reputation within the community in development assessment and environmental engineering and sustainability.
- Inspect and ensure that compliance with environmental regulations is met by Council's work practices and operations;
- Report on issues and activities in a timely manner that may influence Council operations or relations with Council's customers.
- Liaison with Project Managers and relevant authorities on environmental matters, including inspection requirements;
- Promoting a cooperative approach to the protection and management of the environment involving governments, the community, land-holders, and First-Nations peoples;
- Assist the Director Infrastructure Services in all engineering matters relating to operational works, as set out in the applicable legislation including Local Laws, the Planning Scheme, and other laws and legislation.
- Maintaining a register of environmental management documents;
- Overseeing erosion and sediment control on sites;
- Conducting regular inspections and audits to ensure environmental safeguards;
- Identifying areas for improvement and implementing changes as necessary;
- Developing environmental induction and toolbox talks for site personnel;
- Authority to stop work to prevent environmental non-conformities;
- Notification of environmental incidents to relevant parties;
- Effective management of Consultants and Contractors to ensure strategic policies are complied with and in accordance with relevant Best-Practice principles;
- Liaise with the Director Infrastructure Services to ensure strategic policies and frameworks align with Council's Strategic Corporate Plans.
- Liaise with, and report to, Government Departments (QLD Department of Environment and Science, Department of Resources and Department of Agriculture and Fisheries, Department of Regional Development, Manufacturing and Water), in regard to the various statutory management and reporting requirements;
- Liaise and consult with local First Nations people to clarify and promote cultural obligations relating to Council's Infrastructure Operations;
- Coordinate data collection, collation and processing, interpretation and management, including quality control, of all data used in the submission of regulatory and statutory returns;
- Provide input to the development of budgets for the Infrastructure Team in accordance with the relevant standards and frameworks and undertake appropriate monitoring and reporting;
- Contribute to the performance of Council; demonstrate professional conduct, make the best use of knowledge, experience and skills and be accountable for own decisions and actions;
- Contribute to a safe workplace; comply with legislative and organisational requirements;

- Other duties as directed by the Director Infrastructure Services;

QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

Compulsory

- Possession of a Queensland Construction White card;
- Qualifications in a Bachelor of Environmental Engineering or Bachelor of Engineering (Civils);
- Queensland C class drivers' licence.

Desirable

- Registration or progression towards RPEQ would be highly regarded.
- Certificate IV (or Higher) in Project Management would be highly regarded.
- Relevant experience in Environmental and Risk Management Systems.
- Knowledge of legislation (Acts and Regulations) relating to the Environment and Local Government
- Knowledge of Environmental Protection Management Principles;
- A practical-minded hands-on approach coupled with excellent communication and people skills;

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

The key responsibilities may be modified from time to time to ensure the expected outcomes and support of Council's operational and corporate plans can be achieved. All duties are to be conducted in an efficient, timely, professional, and safe manner. The key responsibilities include:

- Ability to manage, plan, organise, coordinate, monitor and evaluate the environmental objectives for all engineering projects within Council's Infrastructure capital works programme.
- Sound knowledge of current legislation and Australian Standards.
- Be able to apply engineering knowledge to protect the environment during Council operations;
- Have a high level of oral, written, and interpersonal communication skills.
- Possess a good understanding of, and commitment to, EEO and WHS principles and practices;

CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Customer service standards
- Council's Code of Conduct
- Council's Environmental Policy
- Human rights legislation, actively promoting its principles in all activities
- Human Resources policies and procedures
- Financial Management policies and procedures
- Records Management policies and procedures
- Disaster Management policies and procedures

SPECIFIC CONDITIONS / REQUIREMENTS

The employee acknowledges that this role requires them to hold and maintain a class 'C' manual drivers' licence and that the loss of licence may jeopardise employment with Council.

ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document, you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: