



Technical Officer – Environment and Approvals

POSITION DESCRIPTION

Position Number:	2634	Position Status:	Permanent Full Time
Portfolio:	Infrastructure	Classification:	QLGIA (Stream A) Level 5
Business Unit:	Engineering Services	Reports To:	Principal Water Engineer
Team:	Infrastructure Planning	Revised:	April 2026

Human Resource Delegation:	Band Nil	Financial Delegation:	Band Nil
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General Position Statement:

This position supports Council's direction by providing specialist technical expertise in environmental assessment, regulatory approvals and project support to ensure infrastructure projects comply with statutory, environmental and organisational requirements.

Specific Responsibilities:

This position has the following responsibilities:

1. Provide comprehensive environmental and approvals advice for infrastructure works in accordance with relevant planning, environmental and legislative frameworks, ensuring compliance with State, Federal and Local Government requirements.
2. Undertake detailed approvals assessments to identify statutory obligations and determine appropriate approval pathways, and prepare, coordinate and lodge required permits, development applications, funding submissions and associated documentation across all project phases.
3. Prepare and review technical documentation, designs and drawings to ensure alignment with regulatory requirements, approval conditions and organisational standards.
4. Conduct inspections, investigations and field-based assessments, including tasks related to coastal zone works, to support informed decision-making and ensure environmentally responsible and compliant project delivery.
5. Engage, consult and collaborate effectively with internal stakeholders, government agencies, consultants, contractors and community members to facilitate approvals, share information, resolve issues and support the successful delivery of infrastructure projects.
6. Provide timely, accurate and professional technical advice, information and customer service to support organisational decision-making, regulatory compliance and high-quality service delivery.





7. Contribute to the development and implementation of relevant policies, Local Laws and environmental initiatives.
8. Act as a role model for Council's values and behaviours at all times and display a high level of professional and ethical conduct.
9. Ensure a safe, healthy and inclusive work environment by complying with workplace health and safety legislation, Council's WHS Responsibility Statements and relevant policies and procedures.
10. Maintain clear and accurate records that support effective service delivery and reflect Council's commitment to transparency and good governance.
11. Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
12. Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements:

Skills/Competencies

1. Demonstrated knowledge of legislation, procedures and guidelines relevant to self-assessable codes and development applications, including the capability to investigate, assess and prepare submissions for infrastructure projects including but not limited to works in a coastal management district.
2. Demonstrated knowledge and experience in the identification and assessment of environmental matters in the field, including Environmental Management Plans and related compliance documentation.
3. Demonstrated ability to engage and collaborate effectively with internal stakeholders, State government agencies, consultants and contractors to achieve project objectives and regulatory compliance.
4. Demonstrated capability to plan, coordinate and deliver work outcomes within established timelines while managing competing priorities.
5. High level administration and communication skills, including the preparation of clear, comprehensive and professionally structured reports, briefs and correspondence for a range of audiences.

Mandatory Qualifications, Licences and Experience

1. Significant demonstrated experience in the approval processes for Infrastructure Works.
2. Sound understanding of legislation associated with approvals and environmental protection.
3. Possess and maintain a current motor vehicle drivers licence.

Desirable Qualifications, Licences and Experience

1. Tertiary qualifications relevant to the duties of the position.
2. Experience coastal environmental processes.
3. Experience in local government.





Actions

1. **Values and Behaviours** – Behaviour aligned with Council's Values and Behaviours.
2. **Customer Service** – Focus on our customer/s needs.
3. **Code of Conduct** – Behaviour aligned with Council's Code of Conduct.
4. **Safety** – Carry out your duties in a safe manner.
5. **Project Management** – Commit to Council's Project Management ethos.
6. **Human Rights** – Respect, protect and promote human rights in your decision-making and actions.

Physical Requirements

1. Ability to work in an office environment.
2. Ability to legally operate a motor vehicle under a "C" Class Licence.
3. Ability to complete a satisfactory Functional Capacity Evaluation.
4. Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations:

Financial, Administrative and HRM Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's knowledge library.





Technical Officer – Environment and Approvals

SELECTION CRITERIA

Position Number:	2634	Position Status:	Permanent Full Time
Portfolio:	Infrastructure	Classification:	QLGIA (Stream A) Level 5
Business Unit:	Engineering Services	Reports To:	Principal Water Engineer
Team:	Infrastructure Planning	Revised:	May 2026

Please address each of the selection criteria below in your application:

1. Significant demonstrated experience in the approval processes for Infrastructure Works.
2. Demonstrated knowledge of legislation, procedures and guidelines relevant to self-assessable codes and development applications, including the capability to investigate, assess and prepare submissions for infrastructure projects including but not limited to works in a coastal management district.
3. Demonstrated knowledge and experience in the identification and assessment of environmental matters in the field, including Environmental Management Plans and related compliance documentation.
4. Demonstrated ability to engage and collaborate effectively with internal stakeholders, State government agencies, consultants and contractors to achieve project objectives and regulatory compliance.
5. Demonstrated capability to plan, coordinate and deliver work outcomes within established timelines while managing competing priorities
6. Possess a current motor vehicle driver's licence.

Please address each of the selection criteria in your application:

Responses should be relevant and directly relate to the selection criteria.
Responses are generally no longer than one page per selection criteria.

You may like to take in account;

- What was your role?
- What did you do and how did you do it?
- What did you achieve?
- What was the end result/outcome?

Use actual examples of what you have done that are relevant to each selection criteria. Include how well you did it, what you achieved, and how it relates to the requirements of this role.