

## POSITION DESCRIPTION

Senior Environmental Investigations Officer  
(POS2690)

<b>Directorate:</b>	Operations	<b>Department:</b>	Environment
<b>Position Grade:</b>	Grade 16	<b>Reports to:</b>	Coordinator Asbestos and Remediation
<b>Last review:</b>	April 2026	<b>Next review:</b>	April 2028
		<b>Version No.:</b>	1.0

### Position purpose:

The position is responsible for environmental investigations and related compliance functions in accordance with legislative requirements and industry best practice.

### Key accountabilities/responsibilities:

- 1) Provide a high level of customer service with efficient, proactive and informative responses to all environmental investigation matters (including but not limited to tree removal, damage or poisoning, landfilling, pollution of land and waterways) in accordance with legislative requirements.
- 2) Investigate and resolve environmental compliance matters for unauthorised activities and related requests from the community, staff and other stakeholders
- 3) Conduct investigation and reporting of unauthorised activities for the purpose of enforcement action in accordance with legislative requirements.
- 4) Lead and undertake significant investigations as required for matters of environmental harm.
- 5) Coordinate covert surveillance and analyse environmental trends.
- 6) Issue Notices, Orders, fines and other enforcement action as necessary.
- 7) Prepare and manage prosecution matters, including presenting evidence in Court as required.
- 8) Undertake site supervision of contaminated land remediation projects, ensuring site environmental compliance. Provide follow up reports to contractors as required and work closely with Council stakeholders to ensure environmental compliance on Council sites.
- 9) Review environmental protection and planning reports and matters that relate to development applications, focussing on post-approval.
- 10) Review of environmental reports (including but not limited to Arborist reports, land contamination, waste classification, water quality).
- 11) Develop and implement initiatives, plans, register of enforcement action, resources, programs, procedures and policies that improve environmental performance and compliance for Council and the community.
- 12) Assist the team in the provision of educational material to the community on environmental compliance matters.
- 13) Provide technical guidance and mentoring to team members and Council staff on environmental compliance, investigations and enforcement practices as required.
- 14) Apply and interpret relevant environmental and planning legislation in the delivery of investigations, compliance and enforcement functions, including the Protection of the Environment Operations Act 1997, Environmental Planning and Assessment Act 1979, Biodiversity Conservation Act 2016, Contaminated Land Management Act 1997, Local Government Act 1993 and associated regulations and guidelines.
- 15) Provide specialist advice to internal and external stakeholders on environmental compliance, including for development applications.
- 16) Collaborate with external stakeholders to facilitate a regional approach to environmental compliance.
- 17) Oversee the procurement process for consultants and contractors to assist in delivering projects, expert advice and programs.

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- 18) Actively participate in Council's Environment Advisory Committee including reporting on environmental compliance matters, enforcement action, programs and initiatives.
- 19) Ensure appropriate Council policies in relation to WHS&R are followed.
- 20) Represent Council and attend meetings in state and local government projects and industry forums as well as out of hours including Council, Council workshops, public consultation and public meetings as required.
- 21) Implement and maintain sound risk management practices within sphere of accountability and authority by identifying, evaluating, managing and escalating risks as required.
- 22) Other duties as directed that is within the scope of your skills, competence and training.

**Decisions made in the position:**

- 1) As per the delegations of the position.

**Decisions referred:**

- 1) Expenditure over delegated limit and any decisions above delegation.

**Key issues/challenges:**

- 1) Managing and setting priorities.
- 2) Being flexible and able to adapt and accommodate changes to work priorities.
- 3) Implementing customer service principles.
- 4) Developing an "Outcomes Approach".
- 5) Rapid urban growth.
- 6) Developing and implementing new "Best Practice" solutions.

**Key working relationships:**

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| <ul style="list-style-type: none"> <li>• Directors, Managers, Coordinators</li> <li>• Operations Directorate</li> <li>• Planning and Design Directorate</li> <li>• Internal &amp; external stakeholders, including but not limited to legal and environmental consultants, EPA, Department of Climate Change Energy the Environment and Water.</li> </ul> | <ul style="list-style-type: none"> <li>• Councillors</li> <li>• Environmental Advisory Committee.</li> </ul> |
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**POSITION SPECIFICATION**

**Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.**

ESSENTIAL CRITERIA
<p><b>Qualifications/Licences</b></p> <ul style="list-style-type: none"> <li>• Degree qualifications in Environmental Management, Science or similar, and/or relevant industry experience.</li> <li>• NSW Class C Driver's Licence.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Comprehensive experience in environmental compliance, significant investigations and environmental enforcement action in accordance with relevant legislation.</li> <li>• Experience in attending court and presenting evidence to pursue enforcement action.</li> <li>• Comprehensive experience in construction site inspections and supervision of contractors.</li> <li>• Extensive understanding of environmental related issues and ethics.</li> <li>• Experience in preparation of reports, policies, contracts, budgets, tenders and grant applications, relevant to the role.</li> <li>• Knowledge and experience in the application of relevant legislation.</li> <li>• Knowledge of and experience in natural resource management.</li> <li>• Demonstrated experience in research and using data to inform solutions and programs.</li> <li>• Demonstrated skills in negotiation and consultation, and the ability to communicate with stakeholders to navigate effectively through complex issues and competing priorities.</li> <li>• Highly developed interpersonal and communication skills both written and oral and computer literacy.</li> </ul> <p><b>Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity.</li> <li>• Knowledge and experience in environmental investigations</li> <li>• Knowledge of relevant legislation including the Protection of the Environment Operations Act 1997, the Local Government Act 1993, the Environmental Planning and Assessment Act 1979, the Biosecurity Act 2015 and Contaminated Land Management Act 1997 and other related legislation.</li> <li>• Knowledge of relevant court proceedings.</li> </ul>
DESIRABLE CRITERIA
<p><b>Qualifications/Licences/Experience/Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Previous Local or State Government experience in a similar role.</li> <li>• A commitment to Council's values.</li> </ul>

**LIVERPOOL  
CITY  
COUNCIL**



## **Our vision:**

**Aspiring to do great things – for ourselves,  
our community and our growing city.**

## **Our values:**

**Ambitious**

**Authentic**

**Collaborative**

**Courageous**

**Decisive**

**Generous**