The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

**POSITION TITLE:** Site Contamination Management Officer  
**AWARD CLASSIFICATION:** Band 7 ($96,794 – $108,318)  
**DEPARTMENT:** Construction, Contracts & Operations  
**DIVISION:** Customer, Operations and Infrastructure  
**DATE APPROVED:** 24 August 2020  
**APPROVED BY** Executive Manager – Construction, Contracts & Operations

**ORGANISATIONAL RELATIONSHIPS:**

**REPORTS TO:** Coordinator Waste Futures  
**SUPERVISES:** N/A  
**INTERNAL LIAISONS:** Council Employees, the Strategic Risk & Internal Audit (SRIA) Committee  
**EXTERNAL LIAISONS:** Government representatives, Statutory Authorities, clients and consultants.

**POSITION OBJECTIVES**

- Implement the Site Contamination Management Policy 2020-2024, in accordance with regulatory and Council requirements.
- Manage and maintain the Site Contamination Risk Register, which includes the development and implementation of a proactive site testing and assessment schedule for land over which Council has management or control.
- Develop and implement Work Standard Procedures and associated training relating to site contamination in collaboration with relevant departments.
Position Description
Site Contamination Management Officer

KEY RESPONSIBILITY AND DUTIES

- Implement the Site Contamination Management Policy 2020-2024, in collaboration with relevant internal departments, including monitoring, reporting and annual review.

- Manage the Site Contamination Risk Register, including ensuring it is kept up-to-date with new soil testing data, that new risks are identified, and that relevant internal stakeholders are engaged in its use.

- Develop Council’s proactive site testing schedule, and undertake, or work with consultants to undertake, assessments and/or testing of sites over which Council has management or control to identify contamination risks.

- Develop and deliver Work Standard Procedures and associated training to manage risks to Council staff and contractors working in areas where contaminated land may be present.

- Develop and deliver Council’s Site Contamination Communications and Engagement Plan to ensure Council staff and contractors and our community are aware of the issues surrounding contaminated land more broadly.

- Provide input into annual budget submissions relating to the assessment, testing and management of contaminated land.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Implementation of the Site Contamination Management Plan 2020-2024 and other agreed outcomes within agreed scope, timelines and budget.

- Provide specialist, technical advice on site contamination to the Coordinator Waste Futures, the organisation, and the community.

- Provide accurate and professional advice to other staff, senior management and the community, including the production of professional reports for presentation to Council.

- Manage consultants and the delivery of outputs in line with project briefs and set timelines.

- Operate within a corporate structure and show initiative in producing outcomes that contribute to attaining organisational goals.

JUDGMENT AND DECISION MAKING

- The ability and confidence to exercise judgement and decision making based on knowledge of the City of Port Phillip’s priorities relating to site contamination.

- Ability to identify, understand and address relevant issues, to ensure effective alignment with organisational objectives.

- Developing strategic and economically sound approaches to deliver practical outcomes and communicate these outcomes in a timely way to key stakeholders.

SPECIALIST SKILLS AND KNOWLEDGE

- Experience in carrying out assessments and testing of soil to identify contamination, and ability to interpret technical reports from consultants relating to site contamination.
Position Description
Site Contamination Management Officer

- Knowledge and understanding of relevant legislation and guidelines relating to contaminated land, and experience in ensuring organisational compliance to these.
- Experience in developing and implementing Work Standard Procedures to ensure health, safety and wellbeing of employees, contractors and community, and ability to train people in adherence to these.

MANAGEMENT SKILLS
- Ability to efficiently set priorities and manage workflow to meet the required timelines and to achieve service efficiencies.
- Ability to oversee consultants and meet both short- and long-term timeframes, including management of personal day-to-day workload to ensure multiple timelines are met.
- Demonstrated ability to plan and organise work, including that of consultants and contractors.
- Ability to analyse and proactively improve systems and processes.

OCCUPATIONAL HEALTH & SAFETY
- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work.
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions.
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes.
- Participate as appropriate in an early and safe return to work program after a workplace injury.
- Participate in the improvement of health and safety, including incident investigations and risk management processes.
- Maintain knowledge of OHS issues relevant to your work.

INTERPERSONAL SKILLS
- Well-developed ability to discuss specialist matters, gain the cooperation of, and work effectively with co-workers and consultants deliver agreed outcomes.
- Highly developed written and presentation skills including the ability to communicate complex ideas and issues to a variety of audiences.
- Experience working in a fast-paced team environment and/or inter-disciplinary environment.
Position Description
Site Contamination Management Officer

QUALIFICATIONS AND EXPERIENCE

Academic:
- Tertiary degree in relevant environment-related discipline (e.g. environmental engineering, soil science, hydrogeology, environmental management or similar).
- Eligible for membership or certification by relevant industry technical scheme, e.g. EIANZ (Environment Institute of Australia & NZ), SSA (Soil Science Australia), IAH (International Association of Hydrogeologists), Engineers Australia, ACTRA (Australasian College of Toxicology & Risk Assessment).
- Current, Victorian driver's licence.

Experience:
- Minimum seven years of relevant experience in contaminated site assessment and management, with at least three years’ experience in Victoria.
- Extensive experience working across an enterprise in a team and/or interdisciplinary environment.
- Demonstrated experience using Microsoft Office, in particular high-level skills in using Microsoft Excel and Microsoft Word.
- Experience in understanding a wide range of policy areas, identifying issues and providing technical advice and direction.
- Knowledge of Local Government operations and processes.

KEY SELECTION CRITERIA
- Proven experience relevant to undertaking research work relating to contaminated land, and where information was spread across multiple sources.
- Demonstrated experience in implementing, monitoring, reporting on, and reviewing policy and in maintaining complex databases.
- Demonstrated ability to work collaboratively, across an organisation, to provide expert advice and training.
- Experience in project design, project management, collection/collation of data and interpretation/statistical analysis of results.