**Attraction and selection document**

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| Position title: | Team Leader – PO4 |
| **Location:** | Mackay |
| **Type of Appointment:** | Permanent Full-Time |
| **Closing Date:** | Friday, 8 March 2019 |
| **Job Ad Ref (JAR)** | QLD/303621/19 |
| **Contact officer:** | Alisha Stewart  Compliance Delivery Manager  Phone: (07) 4999 6885 |

## Role overview

We are seeking an experienced environmental management professional for a Team Leader role in our compliance team based in Mackay. As the Team Leader you will be responsible for managing the day-to-day planning, operation and problem-solving required for the team to meet its objectives. Team Leaders are responsible for the day to day supervision of staff within their team and ensuring that the services or deliverables of the team are coordinated, managed and monitored effectively. Team Leaders work closely with the Compliance Delivery Manager to ensure effective two way communication and to ensure any issues relating to service delivery or team performance are addressed.

As a Team Leader you will be required to regularly undertake inspections and participate in investigations in regional and remote locations across Queensland. Officers must have the flexibility to participate in compliance field work as allocated by their Manager. This will require officers to routinely work away from their normal business centre, and reside in accommodation provided by the department on an as required basis in both regional and remote areas.

On occasion, officers may also be required to participate in lengthy inspection or investigation campaigns that require up to 7 days continuous compliance field work; this will be with appropriate compensation as per the relevant industrial instrument.

In addition, it is **mandatory** that Team Leaders participate in an on-call (after-hours) incident response roster.

## Responsibilities

**Specifically you will:**

* Lead preventative and targeted compliance activities including planning and conducting site inspections, gathering evidence to support enforcement actions, and making recommendations to management.
* Conduct environmental risk assessment of sites via a compliance and risk evaluation tool.
* Provide day-to-day supervision of multidisciplinary staff to ensure a balance of resources to meet performance measures.
* Monitor and review outputs, processes and procedures.
* Oversee the day-to-day operations of the team.
* Lead and motivate the team to ensure the provision of quality services.
* Prepare timely and well researched briefings, reports, submissions and correspondence.

Some Principal Environmental Officers will also be required to undertake **team leader** responsibilities

## The person we are looking for

* Have a university degree from a recognised tertiary institution in environmental management pertaining to one of the following disciplines; chemical, forensic, physical, geological, hydrological, environmental, applied and biological sciences; environmental engineering. Other closely related disciplines may be considered.
* Have an unrestricted driver’s licence.
* Be experienced in applying the principals and practices of environmental management through regulation and compliance activities.
* Be experienced in specialist knowledge and skills with regard to applying compliance processes and practices.
* Have high level written communication skills including experience in the preparation of complex and sensitive material.
* Have the ability to lead, participate and support others in a team.

## Benefits

* Salary range: $93,243 - $100,287 per annum.
* Access to five weeks annual leave, generous superannuation and flexible work practices to ensure a healthy work/life balance.

## Further information

* For more specific details about the Principal Environmental Officer role, please refer to the role profile.
* If you have specific questions please contact Alisha Stewart Ph. (07) 4999 6885 or alternatively you can email [alisha.stewart@des.qld.gov.au](mailto:alisha.stewart@des.qld.gov.au).
* For further information on the Department; and career information, including employment benefits and conditions visit [www.des.qld.gov.au](http://www.des.qld.gov.au)
* Take three minutes to see [what’s involved in environmental regulation for Queensland](https://www.youtube.com/watch?v=6EGGLWm6aDs).
* To be appointed to a permanent position you must be an Australian citizen or permanent resident, or have a visa allowing you to work permanently in Australia.
* All applicants to roles in DES are required to declare in writing any criminal history as part of their application process. This does not form part of the response to assessment criteria and should be contained in a separate document. Please note that possession of a criminal record will not automatically exclude an applicant, as the nature of the circumstances of any offence is taken into consideration.
* Your application will remain current for up to 12 months and you may be contacted regarding other identical or similar vacancies at various locations and for either full-time or part-time employment.

## How you will be assessed

1. Submit an application through Smart jobs and careers.
2. Provide a two page response to the person we are looking for criteria.
3. Attach your current resume (of no more than six pages) including names and contact details of at least one referee (your current supervisor, if possible) who has knowledge of your work.

The selection panel will assess your ability to perform the work required of the position based on your application and other selection processes which may include an interview and/or work test.

Referees will be contacted to verify the information you provide and to comment on how well you demonstrate the attributes being sought.

## Applications

* Applying online through Smart jobs and careers is the preferred means to submit an application. To do this, access the *'apply online'* facility on the Smart jobs and careers website. You will need to create a *'My SmartJob'* account before submitting your online application.
* Applying online allows you to track your application at every stage of the process, maintain your personal details through registration and withdraw your application, if required.
* If you experience any technical difficulties when accessing [Smart jobs and careers](https://smartjobs.qld.gov.au/jobtools/jncustomsearch.jobsearch?in_organid=14904), please contact 13 QGOV (Phone: 13 74 68). Once the job has closed, all calls relating to the status of your application should be directed to the contact officer on the role description.
* If you do not have internet access and are unable to submit your application online please contact the QSS Customer Support Team on 1300 146 370, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.
* Late applications cannot be submitted via [Smart jobs and careers](https://smartjobs.qld.gov.au/jobtools/jncustomsearch.jobsearch?in_organid=14904), so please allow enough time before the closing date to submit your application. If approval has been granted by the selection panel for a late application to be considered, please contact the Applications Processing Team on the numbers above to arrange this.
* Hand delivered applications will not be accepted.