Employment Information Package

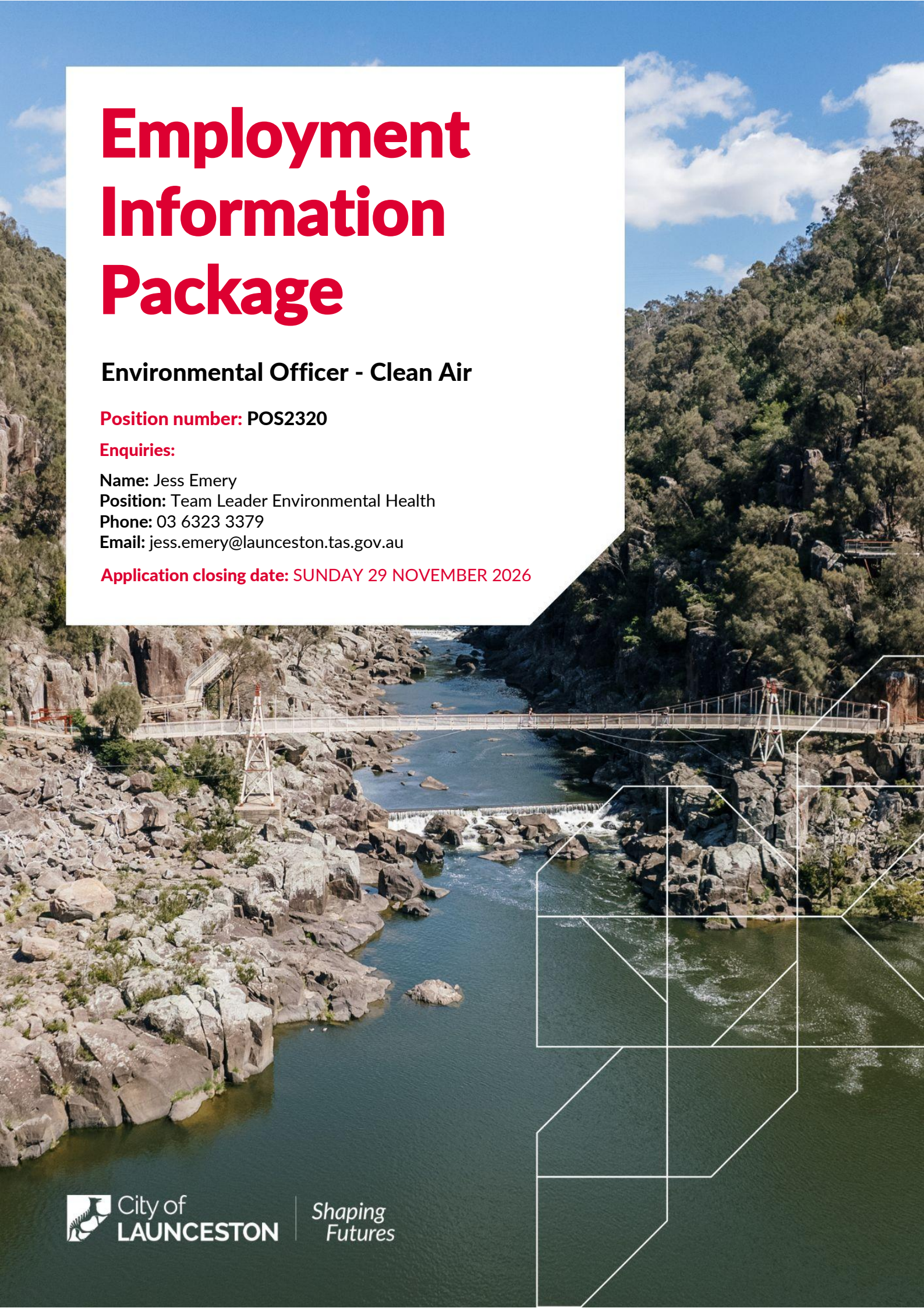
Environmental Officer - Clean Air

Position number: POS2320

Enquiries:

Name: Jess Emery
Position: Team Leader Environmental Health
Phone: 03 6323 3379
Email: jess.emery@launceston.tas.gov.au

Application closing date: SUNDAY 29 NOVEMBER 2026



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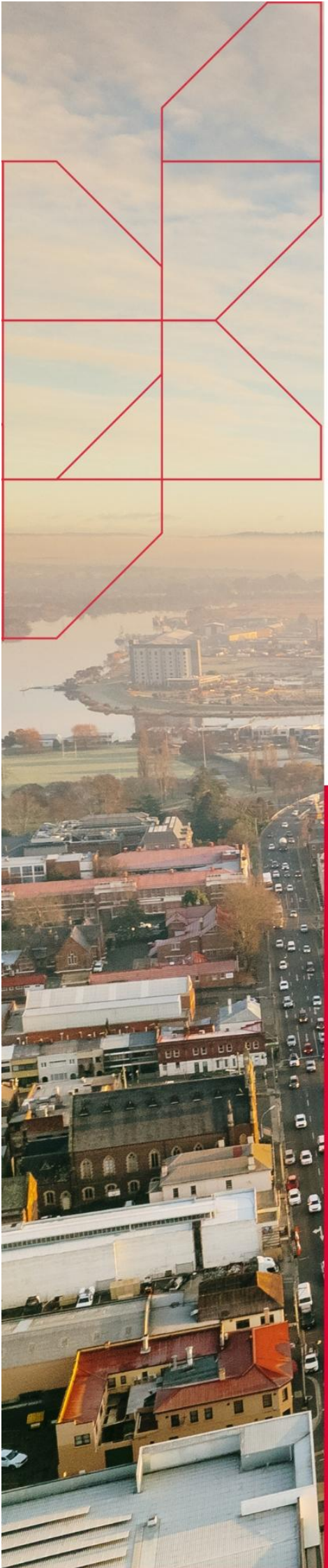
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Address applications to:
Senior Leader People, Governance and Safety
City of Launceston
PO Box 396
LAUNCESTON TAS 7250
Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.



About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptions. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click here to view City of Launceston's strategic and annual reporting.

The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government. An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

Employee benefits offered by the City of Launceston include:

- Depending on your role, you may have access to a 4 day compressed week or 9 day fortnight
- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to fostering a flexible and supportive working environment. While flexibility may vary depending on the nature of each role and operational requirements, we aim to work with our employees to find arrangements that are practical, sustainable, and mutually beneficial.
- Access discounts through Fitness Passport, Solstice Energy, MyState Bank, Launceston Aquatic Centre and the QVMAG Gift Shop.
- Employees have access to purchase additional leave.

Organisational Structure



05.26

Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application, please review our values and decide if they are a good fit for you.

OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths

WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions

WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity

WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

At the City of Launceston, diversity isn't just something we celebrate — it's key to our success.

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger — our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

Information for applicants

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (highlighted criteria only)
3. Resume

The online Application for Employment can be accessed here
(you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

   The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

   Please see information here on how to address the Selection Criteria.
3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the Human Resources Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

Recruitment steps

1. **Application received**
   - Former employees will be subject to relevant internal checks as part of the recruitment process
2. **Shortlisting**
   - Shortlisted applicants will be contacted by telephone or email to arrange an interview.
   - Unsuccessful candidates will be advised by email.
3. **Interview**
4. **Pre-Employment Checks:**
   - Reference Check
   - Police Check
   - Medical Assessment
   - Drug and Alcohol screening

All costs covered by City of Launceston

5. **Suitability determination and preferred candidate identified**
6. **Letter of Offer**



General conditions of employment

Position title	Environmental Officer - Clean Air
Employment terms	Permanent full time
Working pattern	4-day compressed week or 9-day fortnight, subject to operational requirements. *(76 hours per fortnight)*
Total remuneration	$120,110 - $136,706 per annum*
	**Total remuneration includes superannuation, as detailed below*
	Base salary $104,217 - 118,617
Superannuation	Employer contribution of 15.25%

Probationary period

All new employees covered by the City of Launceston Enterprise Agreement 2026 are subject to a three-month probationary period, which provides an opportunity for both you and the Council to assess your suitability for the role, including performance, behaviour and alignment with our Values. During this time, you will receive regular feedback and support. The probationary period may be extended by up to a further three months if required, in line with the Enterprise Agreement and Organisational Policy.

- **Annual leave:** employees are entitled to four weeks (pro-rata for part-time employees) annual leave per year, plus leave loading. Additional annual leave can be purchased or accessed at half pay.
- **Personal leave (for sick and carer's leave):** employees are entitled to 2 weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to 14 weeks paid (or 28 weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long service leave:** long service leave applies after seven years continuous service.
- **Wellness leave:** two days of Wellness Leave for full-time employees (pro rata for part-time employees) that can be used in addition to personal/carer's leave for the general health and wellbeing of employees
- **Additional leave:** full-day leave for Launceston Cup Day, end-of-year shutdown leave (or equivalent for essential workers), IVF Leave, Gender Affirmation Leave, and generous allowances and loadings for eligible work conditions.

The City of Launceston Enterprise Agreement 2026 is available here

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available here

Position Description

PF NUMBER:		POS NUMBER:	POS2320

POSITION TITLE:	**Environmental Officer - Clean Air**
AWARD CLASSIFICATION:	**6**
EMPLOYEE:	**VACANT**
TEAM:	**Environmental Health** **Customer Experience and Services** **Delivery and Performance**
REPORTS TO:	**Team Leader Environmental Health**
PREPARED BY:	**Jess Emery**
DATE:	**September 2026**

APPROVED BY:	
NAME:	**Natasha Tempest**
POSITION:	**Senior Leader Customer Experience and Services**

POSITION PURPOSE (Why does this position exist)
The purpose of the Environmental Health Team is to create and maintain a healthy and sustainable environment for our community through the promotion and protection of public and environmental health. The Environmental Officer - Clean Air (EO-CA) protects and improves public and environmental health through the delivery of Environmental Officer functions alongside providing specialist technical leadership and coordination in air quality management. The role leads the implementation and continuous improvement of the City of Launceston's Domestic Wood Smoke Plan and broader clean air strategies, plans and initiatives developed by Council, using data, contemporary research and evidence-based practice to inform decision-making and drive improved air quality outcomes. The position undertakes regulatory, compliance, investigation, education and advisory functions in relation to environmental matters under applicable legislation. The role works collaboratively with the community, industry, government agencies and internal stakeholders to promote compliance, influence positive behavioural change and support healthier, more sustainable environmental outcomes for the municipality.

City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values



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City of LAUNCESTON

Accountabilities	Activities/Tasks include:	Success looks like ...
General		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. • Our people matter • We care about our community • We bring an open mind • We go home safe and well	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across other teams. Support delivery of the Team's strategic and annual plan actions. Work with other teams as relevant to technical role accountabilities.	Actively participating in team meetings/toolbox meetings, by offering ideas and suggestions and providing feedback Collaborative opportunities are sought across teams
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
Technical		
Teamwork and leadership	Participate as a member of the team in striving for continuous improvement in our processes and practices. Provide assistance to other Environmental Health Team members, and specialist expert advice to the Team Leader Environmental Health and Council teams when required. Continually contribute to improving Council's culture. Coordinate collaboration across multidisciplinary technical experts with internal and external stakeholders. As required support the induction of graduate and student placements and new team members.	Identifying areas for improvement and implementing improvements. Collaborate with internal and external stakeholders in a meaningful way, seeking out new collaborations where needed. Proactively support team and operational tasks and development, and improvement initiatives to create a collaborative and continuous improvement culture Representation and specialist technical advice on working

Accountabilities	Activities/Tasks include:	Success looks like ...
		groups, technical committees and submissions.
Customer service	Be responsible for managing your workload and address customer enquiries in a proactive and timely manner. Build rapport and maintain respectful communication with business owners and community stakeholders to promote voluntary compliance. Work to deliver a customer-focused outcome whilst enforcing and educating people on the requirements of state legislation and Council policies and strategies. Deliver respectful, responsive, and solutions-focused service that supports community wellbeing, environmental sustainability, and business success. Participate in the development and implementation of evidence-based prevention and control resources for internal and external customers. Promote environmental compliance as a collaborative and educational function - not just regulatory - by guiding stakeholders toward voluntary compliance, innovation, and continuous improvement.	Inspections, reports and investigations are actioned in compliance with statutory obligations, and Council policies and procedures. Undertake after-hours work as required. Community and businesses are aware of and align with their environmental duties. Manage customer expectations and keep customers informed. Inspections, reports and investigations are actioned in compliance with statutory obligations, and Council policies and procedures. Undertake after hours work as required. Proactively identify opportunities for educational activities and deliver community education initiatives. Develop and deliver public educational programs, campaigns, and initiatives to improve awareness and compliance. Resources are provided in a timely manner, customers are informed, and processes are verified.
Environmental	Deliver core Environmental Officer functions through the investigation - including the use of technical equipment, interpreting of results and evidence, inspection, regulation, education, and enforcement	Undertake functions and activities as a delegated / authorised Council Officer within specified timeframes and provide informed,

Accountabilities	Activities/Tasks include:	Success looks like ...
	environmental matters in line with relevant legislation and Council policies. Data collation and analysis including using current and historic data to proactively identify and address trends in data. Provide specialist expert advice that may be relied upon as guidance and justification for adopting a particular course of action that impacts and influences internal teams, external agencies and customers. Prepare reports, notices, briefs of evidence, and affidavits. Provide expert evidence in court where required. Assess applications and issue approvals under relevant legislation, prepare and maintain records and Council's database, complete and register operational documentation in Council's record keeping systems. Maintain a current working knowledge of relevant industry developments, legislation and technical practices. Identify environmental risks within our workplace and the community and work with stakeholders and other teams to develop and implement evidence-based prevention and control programs.	accurate and timely specialised advice to the Team Leader, Council staff, external agencies, and the community. Informed data analysis that is transparent and accurate. Records are maintained, and accurate and high quality documentation is completed and recorded in accordance with Council Policy and legislative requirements. Undertake proactive and reactive inspections across a broad range of public and environmental health activities. Records are maintained, and accurate and high quality documentation is completed and recorded in accordance with Council Policy and legislative requirements. Identify and participate in CPD opportunities. Actively participate in training, professional networks, and Council-wide improvement initiatives. Participate in the development, monitoring, reviewing and updating of programs.
Policy and Strategy	Primary role in the development and delivery of strategic documents and action plans relating to: • Domestic Wood Smoke plan • Air quality/ Clean Air This would include, but not restricted to: • Undertaking literature reviews • Creating strong relationships with stakeholders • Deliver actions and undertake monitoring, educational and enforcement actions • Data compilation and analysis to determine baseline and identify goals • Collating relevant information	Organisation plans are actionable and informed by contemporary scientific understanding. Activities and associated enforcement actions and educational initiatives contribute to the delivery of approved clean air actions. With actions and findings

Accountabilities	Activities/Tasks include:	Success looks like ...
	• Review and monitor effectiveness of current and previous initiatives • Synthesising information to inform strategy and plans • Demonstrate local government leadership • Develop strategic documents, policies, procedures and implementation plans aligned with Council's strategic objectives and legislative responsibilities • Coordinate approved initiatives, stakeholder participation and multidisciplinary technical input • Apply contemporary scientific evidence, local data, community insights and lessons from previous initiatives to establish baselines, identify priorities and inform recommendations • Establish measures, evaluate outcomes and provide timely progress, risk and performance reporting. Establish and maintain monitoring, evaluation and reporting frameworks to assess the effectiveness of clean air initiatives, identify emerging priorities and inform continuous improvement. Identify and support external funding, grant and partnership opportunities that contribute to the delivery of clean air and environmental health initiatives. Lead and coordinate the delivery of approved clean air initiatives and projects, including project planning, procurement activities, contract management, budget monitoring, stakeholder coordination, risk management, implementation and evaluation. Provide timely project and strategy updates.	documented, and follow-up undertaken to progress matters to resolution and within agreed timeframes. Successful implementation of the Domestic Wood Smoke plan with continued review of future actions and initiatives that are endorsed by Council. Initiatives are informed by reliable evidence, delivered through effective stakeholder engagement, supported by proactive risk management, and achieve clearly communicated environmental and community outcomes. Development and delivery of broader clean air plans that aligns with the City of Launceston Strategic Plan. Clean air initiatives are supported by clear measures, reliable data and regular evaluation, with outcomes and recommendations reported to the Team Leader and relevant decision-makers. Funding opportunities are proactively identified, with quality submissions, partnerships and business cases developed that support the successful delivery of Council's environmental and clean air priorities. Manage delivery and reporting of successful grant applications. Projects and initiatives are delivered within agreed timeframes, budgets and governance requirements, with

Accountabilities	Activities/Tasks include:	Success looks like ...
		contractors effectively managed, risks identified and mitigated, and intended outcomes achieved. Team Leader is advised of project and strategy updates in a timely manner.
Expert Technical Advice	Provide specialist environmental advice to internal departments, external agencies, developers, and the general public. Contribute to the development, review and implementation of procedures, policies, and strategies to ensure best practice and legal compliance. Work with external agencies such as Environment Protection Authority and Local Government Association of Tasmania, to develop strategic and legislative documentation where input is sought. Provide assistance to colleagues, and specialist expert advice to the Team Leader Environmental Health and Council teams when required. Advise the Team Leader of any developing contentious or politically sensitive issues that may be arising. Provide proficient verbal and written communication to all internal and external customers Support multi-disciplinary investigations and respond to emerging environmental risks in collaboration with relevant agencies. Investigate, research and write technical reports.	Proactively communicate technical and sensitive matters with internal and external stakeholders. Assist the Team Leader with identifying areas for continuous improvement of processes and systems. Share knowledge and assist in building team capability in specialist areas. Escalate politically sensitive or high risk issues to the Team Leader. Prepare clear, well-reasoned technical reports for internal decision-making and external communications.
Emergency Management	Effectively collaborates with emergency services, state agencies, and internal teams to ensure that environmental health risks are identified, communicated, and managed for emergency planning, response, and recovery efforts as they relate to environmental health. Participate in Council's emergency response operations by supporting environmental health functions during incidents (e.g. environmental contamination) and community recovery. Assist in the development of evidence-based environmental health resources and procedures for internal use and community resilience.	Supports the integration of environmental health considerations into broader emergency planning and recovery frameworks. Builds trust and reliability as a technical partner, contributing to well-coordinated, community-focused outcomes. Environmental health risks are identified and managed in a timely and coordinated manner during emergencies.

Accountabilities	Activities/Tasks include:	Success looks like ...
		Clear procedures and resources are in place and accessible to support Council's emergency preparedness and response and recovery.
Represent Council	Attend Council/Committee meetings as required. Represent Council at meetings and seminars etc. and serve on committees as required. Appear in court to give evidence in prosecutions.	Representing Council when required to a professional standard. Maintain accurate notes and evidence and ensure enforcement actions are in alignment with legislative requirements. Attend as required and to a professional standard.
Liaise with external agencies	Work collaboratively with internal and external agencies and stakeholders and multidisciplinary technical experts. Engages with members of the public, business operators, community groups, and government agencies, forming and maintaining good relationships with external customers including but not limited to: • Community and businesses • Local Government Association of Tasmania • University Institutions • Environmental Health Australia • Local Governments • Department of Justice • Department of Natural Resources and Environment • TasWater • Environment Protection Authority • Tasmania Police • Tasmania Fire Services • University of Tasmania - Centre for Safe Air • Air Quality Branch of Department of Climate Change, Energy, Environment and Water	Effective collaboration resulting in informed, evidence-based outcomes that reflect shared goals and stakeholder input. Strong partnerships are maintained, and technical expertise is integrated seamlessly into strategic initiatives and decisions. Good working relationships are developed and maintained.
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures While at work, a worker must – (a) take reasonable care for his or her own health and safety; and (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and	

Accountabilities	Activities/Tasks include:	Success looks like ...
	(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and (d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers. (Section 28 Work Health & Safety Act 2012)	
Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.		

SELECTION CRITERIA
POSITION REQUIREMENTS/COMPETENCIES
Organisational
• Community Focussed: considers community/customers in decision making
• Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others
• Create and Innovate: displays initiative & considers different ideas and perspectives
• Safety Focussed: takes responsibility for own and team's health, well-being and self-care
Position Specific
• High level judgement, decision making and risk analysis skills
• Strong interpersonal skills including: o Written and verbal communication o Conflict resolution and negotiation skills o Ability to work autonomously and in a team o Customer service o Problem solving
• Strong skills in investigations, researching, critical thinking and disseminating relevant information to influence decision making, inform strategy, policy and procedure including: o Current International, Federal and State government legislation and guidance documents o Scientific literature o Health data o Program works (current and historic) o Data compilation and analysis for patterns and trends
• Strong skills in scientific interpretation and communication including: o Education of industry and the broader community o Information dissemination to internal and external stakeholders o Ability to translate complex scientific and technical information into clear, accessible language for a range of audiences, supporting informed understanding and decision-making

• Demonstrate strong personal management skills to consistently achieve high quality work outputs, the ability to prioritise, meet deadlines and capacity to embrace technological advancements, best practice, and improvements in regulatory methods.
POSITION QUALIFICATIONS AND EXPERIENCE
Mandatory Qualifications / Licences/Registrations
Working with Vulnerable People Check - Yes
Class C drivers licence required - Yes
White Card required - yes
Required Qualifications/Experience/Skills/Knowledge/capability
• Tertiary qualification in environmental science/engineering, environmental policy/law, public health, geography/urban planning, or other related areas
• Minimum 5 years' experience in a regulatory or environmental profession
Desired Qualifications/Experience/Skills/Knowledge/capability
• Extensive experience (5+ years) in project management and delivery
• Experience related to air quality and environmental management, with demonstrated application of current scientific knowledge, environmental legislation, guidelines, Australian Standards, by-laws and codes of practice, coupled with a proven ability to adopt emerging responsibilities within the governing framework.
• Understanding of court practices and procedures, and ability to interpret state legislation, regulation and council by-laws and policies
• High level technical skills in best practice air quality management, particularly in relation to source identification and impacts community

REPORTING STRUCTURE	
Leader	**Team Leader Environmental Health**
Direct Reports	**NIL**

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	**Nature of Relationships**
Other City of Launceston staff	Assist/provide advice and direction on technical or legal issues relative to roles and responsibilities
External	**Nature of Relationships**
State government departments	Provide and seek advice and information and participate in joint investigations.
Contractors	Contract management

Developers: • Surveyors • Builders • Plumbers • Architects • Engineers	Educational, regulatory, advisory and negotiating better outcomes
Operators of other businesses (Level 1 under the Environmental Management & Pollution Control Act)	Educational, regulatory and advisory
Industry organisations	Education, information and advice
Community	Education, information and advice

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit $**1,000**
Legislative delegations and authorisations	Environmental Management & Pollution Control Act 1994 Litter Act 2007 Local Government Act 1993
Legal action/miscellaneous Appeals	Prepare for and give Expert Witness testimony in Court Assist in prosecutions/appeals
Documents on behalf of Council (authorised to sign)	Infringement Notices under Environmental Management and Pollution Control Act 1994 Notices under the Local Government Act 1993 Section 200 – Abatement Notices

Confidentiality

Employees are

a) Able to access; or
b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
b) To not access any information within the organisation's systems that is not directly relevant to their work.
c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION
Expectations of a City of Launceston employee: • Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism; • Seeks feedback broadly and asks others for help with own development areas; and • Translates feedback into an opportunity to develop.




















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