INVERELL
SHIRE COUNCIL

Position Profile

General Duties Officer
(20338)

October 2026







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CORPORATE ETHOS

Council's Mission Statement

"To work with the community in providing and facilitating the provision of services that enhance the quality of life of all Shire residents."

Our Commitment to the Community

We are a service organisation and will conduct ourselves accordingly. Our customers can reasonably expect the highest possible standards of service. Staff will make every effort to ensure that our response reflects our commitment to providing a quality service.

Key Themes

- Working with the Community.
- Quality service.
- Enhancing quality of life of all.

To deliver on the key themes you, as a potential Council employee, are expected to behave in a certain manner. The expected behaviour is described in our Values Charter. The values in our charter are abbreviated by the acronym STRIVE.

The Values Charter requires that each employee of Council shall STRIVE to make a devoted effort towards Council's mission in the interests of the community in which we live.

Selflessness	To have concern for the welfare of others.
Teamwork	To encourage and support others.
Respect	To acknowledge and value others.
Integrity	To be truthful, open and transparent to others.
Vision	To be creative and forward thinking for the betterment of others.
Excellence	To embrace continual enhancement of our services to others.

All Council employees are invited to give their best efforts at all times and in return Council will endeavour to create the environment supportive of their aspirations.

The community's perception of Council, as an organisation, is predicated on the performance of each and every member of staff.

Through our commitment, dedication and cooperation, the community's expectations can be met and exceeded.



Selflessness

- Willingly participate within Council and extending yourself to help others.
- Undertaking critical self reflection for self improvement to assist others.
- Being attentive and client focused.
- Being aware of the contributions people make and the challenges they face.

Teamwork

- Encouraging and supporting your colleagues.
- Committing to and pursuing team goals by positive contributions to team activities.
- Being responsible for your contribution to effective team performance.
- Freely sharing information, knowledge and skills with your colleagues.
- Being open to the advice and opinions of others.
- Working together to achieve the corporate strategic direction and goals that will deliver the community's aspirations.

Respect

- Acknowledging and valuing the experience and contributions of others.
- Communicating and behaving in ways that maintain the self-esteem and dignity of yourself and others.
- Adapting your communication and behaviour to enhance the service delivery outcomes.
- Being aware and mindful of the implications for others when making decisions.
- Being respectful of people's views, beliefs and mannerisms.

Integrity

- Behaving in a truthful, transparent and open manner in all your dealings.
- Providing comprehensive, up to date and accurate information to others.
- Consistently work in accordance with organisational and professional codes of conduct, legislative requirements and established standards of practice and behaviour to achieve quality service delivery results.

Vision

- Being creative and forward thinking for the betterment of others.
- Being appreciative of feedback as an opportunity to learn and as a means to promote positive change.
- Being open, accepting and embracing of challenges and change.
- Persistently questioning what is and create what could be.

Excellence

- Proactively identifying and acting on opportunities for continuous improvement in all that we do.
- Utilising effectively internal and external partnerships that enables the enhancement of service delivery outcomes.
- Utilising resources in a responsible and flexible manner for the betterment of the community.
- Being committed to personal and professional growth through lifelong learning.
- Taking ownership for your own personal and professional development and encourage others to do the same.
- Consistently model the Council's Values Charter and associated behaviours.



BACKGROUND INFORMATION

The Inverell Shire was formed in July 1979 following the amalgamation of the Macintyre and Ashford Shires and the Inverell Municipality. The Shire comprises an area of 9,430 sq. km and is situated in the New England area of New South Wales. The Shire has an overall population of approximately 17,500 and the major town, Inverell, has a population of 11,000.

Relevant details about the Inverell Shire Council include the following: -

- Total Annual Expenditure - $40 million
- Total Employees - 235

The Office of the Inverell Shire Council is located in Inverell, which is situated on the Gwydir Highway, approximately 65km west of Glen Innes in northern New South Wales. Inverell, known as the "Sapphire City", is one of the world's largest sapphire producing centres. The town is situated at an elevation of 590 metres, half way down the western slopes of the Great Dividing Range. The climate is dry with an average summer temperature of 28 degrees centigrade and an average of 18 degrees centigrade in winter. Winter mornings can be cold, but the days are mostly sunny and clear and there is very little wind influence.

The town of Inverell possesses an excellent shopping centre and the education facilities are of a very high standard. The town has very well developed sporting facilities that cater for a wide range of sports.





GUIDELINES FOR APPLICANTS

Thank you for expressing an interest in the advertised position with Inverell Shire Council. This organisation is an equal opportunity employer and as such, the following information is provided to ensure that all applicants clearly understand the requirements of the overall selection process.

Purpose of Position Profile

The Position Profile should be read carefully as it describes the requirements and duties of the position and forms the criteria for selection of the most meritorious applicant for the position.

Your Application

Applications can now be submitted online. Please visit the Council Employment Section at www.inverell.nsw.gov.au to complete your application.

Selection Criteria

Shortlisting for interviews is based on how well the information in your application meets the selection criteria. Therefore, it is most important that your application addresses each of the selection criteria stated in the advertisement. A full resume on its own is not sufficient. Applications, which do not address the necessary criteria, may not be considered further.

Merit is the sole basis of selection and wherever possible, you are encouraged to cite evidence of your merit; don't simply state that you meet the requirements but give specific examples, which demonstrate how you meet the requirements.

The Interview

Should you be successful in obtaining an interview, ensure that you plan and prepare adequately.

You will be asked a number of questions to determine how well you meet the selection criteria for the position. Consequently, it is important that you be able to demonstrate your qualifications and skills. Bring any documents, examples, etc. that you consider may assist in this process.

It is important for applicants who are not currently employed by Inverell Shire Council that documentary evidence of qualifications is provided.

Reference Checks

Reference checks may be conducted for any applicants who are short-listed for interview. This information will be obtained from your referees. These people will preferably be your current or most recent supervisor and contact details should be included in your resume. If you have any objection to this action, your concerns should be raised in your application so that the Selection Committee can make alternative arrangements.

For clarification of any part of these guidelines, please contact Council by phoning (02) 6728 8246.



THE POSITION

Remuneration

Salary will be in accordance with qualifications and experience, and will be in a range from $1,071.04 to $1,130.00 gross per week.

Conditions

Employment will be in accordance with the terms and conditions of the *Local Government (State) Award 2026*.

Hours of Work

35 hours per week, 8:30am to 4:30pm Monday through Friday.

Probationary Period

The appointment is subject to a probationary period of three (3) months, however, ongoing employment is subject to satisfactory performance in the position and satisfactory progress in the required studies, where applicable.

Smoke Free Environment

Council provides a “smoke-free” work environment.

Medical

Council’s Recruitment and Selection Procedures include the completion of a medical examination. The medical examination includes a mandatory Drug Test. This examination is at Council's expense, and you shall be required to attend Council’s consultant doctor.

Applications

Applications close on Sunday, 25 October at 11:59pm. Applications can now be submitted online. Please visit Council Employment Section at www.inverell.nsw.gov.au to complete your Application.

Interviews

Interviews for the position will be conducted in the week commencing 26 October 2026.

Recruitment Process

It is Council’s aim to complete the recruitment process and notify candidates of an outcome within four (4) weeks of the closing date, however this timeframe may be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for this position is as follows: -

Closing date: Sunday, 25 October 2026;

Interview date: Week commencing 26 October 2026;

Pre-employment process (which includes Reference Checks and Medical): Week commencing 2 November 2026; and

Candidates notified of outcome: Week commencing 9 November 2026.



POSITION DESCRIPTION

PURPOSE OF THE POSITION:

The General Duties Officer position has the responsibility of and will assist in, a diverse range of duties within Council's Environmental Services Division, to ensure the quality of the environment within Inverell Shire. These duties will largely relate to environmental compliance, landfill operations and parks & gardens functions. The General Duties Officer will be required to undertake some training relevant to the position. The position may involve working on weekends from time to time.

ESSENTIAL CRITERIA:

Qualifications

- NSW School Certificate/ Record of School Achievement or equivalent.
- NSW Class C Drivers Licence.

Skills and Experience

- Demonstrated customer service experience.
- Ability to operate computers and other office equipment.
- Understanding of Work Health and Safety Regulations.
- Willingness to undertake training in the areas of environmental compliance, landfill/ weighbridge operation and biosecurity (weeds) control.
- Experience with the operation of small machinery such as mowers, etc.

DESIRABLE CRITERIA:

Qualifications

- SafeWork NSW General Construction Induction card ('White Card').

Skills and Experience

- Understanding of chemical application procedures relating to pesticides and herbicides.
- Demonstrated ability to handle companion animals with confidence.
- Previous related experience.

KEY OPERATIONAL RESPONSIBILITIES:

Under the direction of the Manager Environmental Health and as part of the Environmental Health team provide assistance with Council's Environmental Health, Landfill Operations and Parks & Gardens activities. This would include companion animal control, biosecurity (weeds) control, regulatory compliance, weighbridge/ landfill, waste transfer station relief, mowing, gardening, stock control and direct customer service.

General Duties

- Assist admin/ technical staff with field enquiries.
- Rural Addressing post location and erection.
- Sulo bin deliveries and investigation regarding damage complaints.
- Conduct minor maintenance at Town Hall.
- Companion animal complaints and impounding.
- Participate in after hours Compliance call out roster.
- Maintain lawns and gardens at the Administrative Centre and assist Parks & Gardens Section staff within skill range as required from time to time.
- Assist Weeds Officer in control of biosecurity (weeds).
- Assist in Landfill/ Weighbridge Operation.



Administrative Duties

- Provide administrative assistance within skill range to the Division as required.

Other Duties

- Other duties and relief of other positions may be allocated by the Manager Environmental Health. These will be in accordance with the employee's range of skills, competence, training and/ or experience or be part of a training/ development plan.

WORK HEALTH AND SAFETY RESPONSIBILITIES:

Responsibilities	Performance Measures
Ensure all work is performed in accordance with Council's WHS Policy, procedures and legislation.	• Compliance with Council policies and procedures. • Knowledge and use of Safe Systems of Work.
Take reasonable care for their own health and safety as well as that of others.	• Use of WHS procedures and Safe Systems of Work. • Participate in consultation and continual improvement measures.
Demonstrate understanding of the WHS requirements associated with the position.	• Training records.
Report all identified hazards, accidents/ incidents and near-misses to the manager/ supervisor.	• Hazard identification reports. • Workplace inspection reports.
Use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards.	• PPE records. • Knowledge and use of Safe Systems of Work.
Knowledge of WHS and related legislation within scope of position description.	• Attendance at training.



OTHER KEY CORPORATE RESPONSIBILITIES:

Customer Service
Promote a professional and positive image of Council. Take a pro-active approach to providing excellent customer service – to both internal and external customers.

Council's Policies and Procedures
Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed.

Performance of Duties
Council's Code of Conduct states that members of staff of Council must:

a) give their attention to the business of the Council while on duty;
b) ensure that their work is carried out ethically, efficiently, economically and effectively;
c) carry out reasonable and lawful directions given by any person having authority to give such directions;
d) give effect to the lawful decisions, policies and procedures of the Council, whether or not the staff member agrees with or approves of them; and
e) ensure that any participation in political activities outside the service of the Council does not interfere with the performance of their official duties.

Fraud and Corruption
Council's Fraud and Corruption Control Policy and Fraud and Corruption Control Plan state that members of staff of Council must:

a) Act honestly, ethically and in accordance with the Code of Conduct at all times, and use Council resources responsibly and appropriately;
b) Avoid potential conflicts of interest and not engage in any activity that could be perceived as fraudulent or corrupt; and
c) Maintain vigilance and report any suspected or actual instances of fraud or corruption through the appropriate reporting channels.

Equal Employment Opportunity
Comply with the requirements of the Anti-Discrimination legislation and Council's policies and procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

Ethical Conduct
Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

Environmental Protection
Comply with the requirements of legislation and Council's policies and procedures relating to environmental protection. Take appropriate action to ensure the protection of the environment.

Statutory Obligations
Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.



Teamwork
Support and promote teamwork through co-operation and communication.

Records Management
Ensure that all corporate records are fully and accurately captured and maintained, to comply with legislative requirements and business needs.

POSITION VACANT ADVERTISEMENT

INVERELL SHIRE COUNCIL
POSITION VACANT
GENERAL DUTIES OFFICER
POSITION NO: 20338

Applications are invited for the position of **General Duties Officer** based at Inverell Administration Centre. The General Duties Officer position has the responsibility of and will assist in, a diverse range of duties within Council's Environmental Services Division, to ensure the quality of the environment within Inverell Shire. These duties will largely relate to environmental compliance, landfill operations and parks & gardens functions. The General Duties Officer will be required to undertake some training relevant to the position. The position may involve working on weekends from time to time. Applicants should address the following selection criteria:

Essential

Qualifications

- NSW School Certificate/ Record of School Achievement or equivalent.
- NSW Class C Drivers Licence.

Skills and Experience

- Demonstrated customer service experience.
- Ability to operate computers and other office equipment.
- Understanding of Work Health and Safety Regulations.
- Willingness to undertake training in the areas of environmental compliance, landfill/ weighbridge operation and biosecurity (weeds) control.
- Experience with the operation of small machinery such as mowers, etc.

Desirable

Qualifications

- SafeWork NSW General Construction Induction card ('White Card').

Skills and Experience

- Understanding of chemical application procedures relating to pesticides and herbicides.
- Demonstrated ability to handle companion animals with confidence.
- Previous related experience.

Employment will be in accordance with the terms and conditions of the *Local Government (State) Award 2026*. The classification for the position is Operational Band 1, Level 2, Grade 2. Salary will be in accordance with qualifications and experience, and will be in a range from $1,071.04 to $1,130.00 gross per week.

Enquiries in relation to the nature of the position may be made by speaking directly with Council's Workforce Services Team on (02) 6728 8246.

Please submit your application online; please go to the Council Employment Section at www.inverell.nsw.gov.au. Letters of application submitted online are to be addressed to the General Manager, and will close on **Sunday, 25 October 2026** at 11:59pm. Council is an Equal Opportunity Employer and provides a smoke free work environment.

Inverell Shire Council
PO Box 138
INVERELL NSW 2360

Brett McInnes
General Manager

