# Environmental Support Officer (On-site Wastewater)

## Clarence Valley Council

**Grafton, NSW**
**Permanent Full Time – 70 hours per fortnight**
**$64,608 to $77,046 plus superannuation per annum**

## Working at Clarence Valley Council

**Our goal is simple. We want Clarence Valley to be a community full of opportunity. We know that starts with our people.**

Located in the heart of the Northern Rivers, the Clarence Valley is a special place to call home. With over 100km of stunning beaches, national parks and 60 unique towns and villages to enjoy, we've got a massive backyard to look after.

As one of the region's largest employers, we provide the job security and career opportunities of a large organisation, with the warmth and connection of a local team.

We're currently working on some big plans to make the Valley even better by 2036, and we need people who are ready to roll up their sleeves and be a part of something truly important.

## Your opportunity

Are you a highly organised individual who thrives in a fast-paced environment and enjoys supporting teams to deliver meaningful outcomes? We are looking for an Environmental Support Officer (On-site Wastewater) to join and support our expanded Environmental Services Team to provide administrative and operational support to the management and implementation of Councils On-site Wastewater Management Strategy.

In this role, you will provide accurate, timely and efficient administrative and operational support to the Environmental Services Team. This role will produce accurate corporate records, manage registers, issue of timely and effective formal correspondence to customers, to provide efficient and effective support to uphold the intent of the Strategy to ensure healthy operation of on-site wastewater systems without adverse environmental impacts.

Your work will contribute to upholding community safety, environmental protection and regulatory compliance. You will also be encouraged to contribute to continuous improvement within the team and the broader Environment and Compliance section.

## What you'll bring

**To thrive in this role, you'll bring:**

- Tertiary qualifications in administration or relevant discipline; or equivalent relevant industry experience
- Well developed administration, organisational, communication and interpersonal skills with the ability to prioritise workloads and meet tight deadlines in a high-volume work environment.
- Current Drivers Licence
- A willingness to build positive relationships with internal and external partners, and demonstrate our STRIVE values (Service, Teamwork, Respect, Integrity, Vision and Excellence) in everything you do.

### Apply now to join the team that's shaping the future of the Clarence Valley.

**Applications close at 11:30pm Tuesday 12 January 2027.**

To discuss this opportunity further, you can contact the hiring manager for a confidential chat: **Contact Janelle Bancroft, Environmental Services Coordinator on 02 6643 0853.** ***Please note that Council will be closed between Friday 18 December 2026 and 3 January 2027, please contact outside of this period.***

All applications must be lodged online via Council's website www.clarence.nsw.gov.au.

Please upload your **resume, cover letter, relevant certificates and licences** as per the position description.

You will also need to address the **target questions** – maximum 300 words per question.

**Q1.** Describe a time you were responsible for managing multiple administrative tasks at once. Provide the context/situation, how did you organise yourself, what technology did you utilise, how did you ensure accuracy and deliver the expected results?

**Q2.** Please tell us about your experience in preparing formal correspondence and maintaining corporate records. Explain what have you found to be the important aspects to successfully manage these tasks and why?

**Q3.** Provide an example of a process or system you helped design or improve. Describe the situation, what was your role, what was the impact of the change, and what did you enjoy most about the task?

### Other important information

All successful candidates will be required to undertake a drug and alcohol screening and a pre-employment medical check may be required.

This position is located at Council's Grafton Office, however, this may change should business needs identify other work locations to be more appropriate to deliver our services in the future.

At Clarence Valley Council, we believe our diversity is our strength. We strongly encourage applications from First Nations people, veterans, and individuals of all backgrounds and abilities.

## Why our team chooses Clarence Valley Council

- See the tangible results of your efforts in the streets, parks and infrastructure used by you and your loved ones every day.
- We invest in your potential through leadership programs, internal secondments and specialised training to keep your career moving forward.
- We empower you to lead a fulfilling life where family comes first - backed by a culture that genuinely respects your time.

We believe you shouldn't have to choose between an impactful career and a relaxed, coastal lifestyle. That's why we provide plenty of rewarding benefits so you can enjoy work and play in equal measure.

### You'll also be rewarded with a range of benefits

- Our popular flex time offering gives you more time to spend with the people who matter most.
- Our Fitness Passport program provides discounted gym and pool access, not just for you, but for your entire household.
- Leadership programs, study assistance, internal secondments and on-the-job training to invest in your potential.
- Your wellbeing is always a priority - we have a zero-harm commitment, and you can access 24/7 confidential support through our Employee Assistance Program (EAP).
- Long service leave after 5 years employment.