

Occupation: Local Government Environmental Administrative Officer

Job Description: employees undertake administrative tasks within local government with a focus on operational issues under supervision. This position requires the application of a broad range of skills including the evaluation of current practices and the development of new procedures, as well as providing some leadership and guidance to others. A significant part of the role includes administrative work relating to environmental local government policies.

Qualification: LGA30104 Certificate III in Local Government

This qualification reflects the role of individuals who apply a broad range of operational competencies in varied contexts, using some discretion and judgement. They may provide technical advice and support to colleagues.

The Local Government LGA04 Training Package guidelines have been applied to create this occupational profile:

12 Units Required	
Compulsory Units	
LGACORE102B	Follow defined OHS policies and procedures
Elective Units Selected from Common Pool and Other Endorsed Training Packages	
LGACORE101B	Access learning and career development opportunities
LGACORE103B	Provide service to local government customers
LGACORE104B	Work effectively in local government
LGACORE105B	Work with others in local government
LGAGOVA303B	Coordinate production of communication materials
LGACOMP007A	Participate in policy development
CHCINF2A	Maintain organisation's information system
LGAEHRH305A	Present environmental health and education information
BSBCMN313A	Maintain environmental procedures
SRXCLS003A	Coordinate interaction with clients
LGACOMP008A	Apply conflict resolution strategies