



JOB DESCRIPTION FORM

The Department of Parks and Wildlife has the following mission:

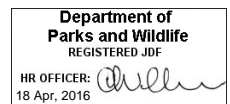
To ensure that the nature of Western Australia is protected and conserved, for its intrinsic values and to enrich peoples' lives.

1. Position Details

Position Title Environmental Officer – Conservation and Developments Management			Position Number DPW3098943
Level/Grade N/A	Specified Calling Level 2	Agreement PSA 1992, PSGOGA 2014	Effective Date 18 April 2016
Division Regional and Fire Management Services		Branch Pilbara Region	
Section		Location Perth	

2. Reporting Relationships

Position Title Regional Manager	Level/Grade Level 8
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↑
Responsible to

Regional Leader Nature Conservation	Level 6 or 7
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↑
Responsible to

This position

↑
Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
Nil		

Other offices reporting directly to this office

Position title	Level/Grade
Environmental Officer -CDM	SC2
Conservation Officer Fortescue Marsh	SC2
Conservation Officer (Terrestrial)	SC2
Wildlife Officer	Level 3 or 4 or 5

3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

At an experienced professional level and under general supervision:

- Provides advice, coordination and liaison services involving departmental staff in the Pilbara Region, elsewhere in the department, other government departments, and industry, on matters relating to mining, petroleum and other development proposals involving environmental and rehabilitation matters.
- Contributes to the development and implementation of policy, strategies and guidelines relating to managing the impacts of development activities on conservation values.
- Examines and evaluates environmental reports, and critically reviews documents relating to mining, petroleum and other development proposals that may impact upon biodiversity and other conservation values.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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4. Responsibilities of the Position and Broad Outline of Duties

The proportion of time likely to be spent on each function or duty may, if appropriate, be indicated as a percentage (%).

At an experienced professional level and under general supervision:

ENVIRONMENTAL ASSESSMENT (95%)

Relevant knowledge application

1. Makes recommendations for the amelioration of the impacts of mining and petroleum development proposals, and develops conditions to be incorporated into approval processes.
2. Evaluates and reviews environmental management plans and related reports relating to important conservation areas and values, and provides advice relating to compliance with conditions and other subsidiary approvals as appropriate.
3. Provides advice to the Regional Manager and mentors other senior staff within the department on issues relating to assessment, and management of resource developments on important conservation areas and values, and related policy and practices.
4. Provides advice to other government agencies, industry, regional staff including Environmental Management branch staff, with respect to the review and promotion of sound policies and practices for managing the conservation related impacts of resource development within the State.
5. Implements policy as defined in the *Conservation and Land Management Act 1984*, *Wildlife Conservation Act 1950*, and other departmental Acts, regulations, policies, statements and relevant instructions.
6. Researches, analyses and synthesizes information to enable the development, distribution and periodic revision of guidelines, procedures and conditions in relation to development activities

Working with others

7. Cooperates and collaborates with officers within the team and the department.
8. Liaises and negotiates with contacts in industry, government agencies, local government, academic institutions and community groups on issues relating to the review and promotion of sound environmental policies, practices and management for resource development in the State, as appropriate.
9. Liaises with regional, district and specialist division and branch (particularly the Environmental Management Branch) staff, where interdependencies exist, in the preparation and coordination of advice to support environmental assessments, evaluations, reviews, polices and guidelines.
10. Represents the department on internal and external committees and working groups as required.
11. Mentors and provides professional and technical leadership in field of expertise.
12. Applies a good understanding of the key components of client protocol and adheres to ethical behavioural standards.

Written and oral communication

13. Provides and receives advice and information, and consults with senior departmental officers, industry, government agencies and the community on the assessment of development impacts on biodiversity and other values of lands and waters managed by the department.
14. Participates in or leads the department's negotiations with industry, other government agencies, the general public, local governments and community groups regarding the assessment of development impacts on biodiversity and other values of lands and waters managed by the department; as directed.
15. Prepares evaluations and reviews of environmental reporting from development projects, and prepares advice for the Regional Manager as appropriate on matters relating to those reports.

Research and problem solving

16. Investigates (including field work) and evaluates the impacts of development proposals (including mining and petroleum developments) upon biodiversity and other values of lands and waters managed by the department.
17. Contributes to the development and implementation of policies, strategies, systems and programs to support the advice provided by the department.

Technical knowledge

18. Provides quality technical advice on the conservation-related aspects of development proposals and their management and associated activities.
19. Develops and maintains professional competence and knowledge in environmental assessments and the biodiversity issues surrounding mining and petroleum developments.

OTHER (5%)

20. Contributes to the achievement of outputs and outcomes, having regard for effectiveness, quality, timeliness and cost.
21. Participates in emergency incident responses which may be related to bushfires, search and rescue, or wildlife, as appropriate and as directed by the Regional Manager.
22. Undertakes other duties as directed by the Regional Manager.

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5. Selection Criteria

In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.

Applicants should address the following five criteria, including where possible the desirable criterion. These should be addressed in no more than four pages in total.

1. Sound knowledge and understanding of current environmental issues, and the ability to apply technical and scientific knowledge to moderately complex biodiversity management issues, arising from mining and petroleum developments, (including land and water values), in order to achieve desirable environmental outcomes.
2. Sound knowledge of legislation, guidelines, policies, procedures and processes associated with environmental management issues.
3. Evidence of sound interpersonal skills and a demonstrated ability to be a mentor, and work and interact in a team situation.
4. A Bachelor of Science degree from a recognized university in an appropriate discipline (e.g. Science, or Environmental Management, Natural Resource Sciences, Engineering or related discipline).
5. Experience in working with government agencies, local government, industry and/or community in relation to environmental issues, with a preference for mining and petroleum developments. **(Desirable)**

The following essential criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed as required:

6. Sound oral and written communication skills including the ability to use computer software (Word, GIS, Excel etc.) for report writing and data analysis.
7. Demonstrated ability to think critically, analyse and propose achievable solutions, show initiative and be innovative.
8. Ability and willingness to work and camp in isolated areas.
9. Understanding of occupational, safety and health, and equity and diversity principles and practices.
10. Current 'C' Class Driver's Licence.
11. Working knowledge of the *Conservation and Land Management Act 1984*, the *Wildlife Conservation Act 1950* and other relevant Legislation and issues pertaining to mining and petroleum development, particularly related to Western Australia. **(Highly Desirable)**
12. Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience. **(Desirable)**

Parks and Wildlife values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects the values indicated below (as **Essential** and/or **Desirable**) are included as selection criteria for this position.

Essential:

Open, Creative, Responsive, Innovative, Collaborative, Integrity.

Information on whether appointment to this position is subject to a satisfactory Working With Children or National Police check is included in Section 6 of this form.

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6. Other

Position Status Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This position will be based in Perth office of Environmental Management Branch but is a Pilbara Region position that reports to regional staff in the Karratha office.		
Full Time Equivalent (FTE) Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	0.4 FTE		
Allowances and Special Conditions Applicable allowances and special conditions are checked with an 'x' in the appropriate box.	<input type="checkbox"/> District Allowance	<input type="checkbox"/> North West Leave	
	<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.	4WD Vehicle		
Working With Children Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
National Police Check Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a National Police Certificate . For more information refer to the department's guidelines on National Police checks.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

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7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: