

Job Description Form

1. Position Details

Position Title Senior Environmental Officer			Position Number DBCA3090643
Level/Grade	Specified Calling SCL 3	Agreement PSA 1992, PSGOGA 2017	Effective Date 12 February 2019
Division Conservation and Ecosystem Management		Branch Environmental Management	
Section		Location Kensington	

2. Reporting Relationships

Position Title Branch Manager	Level/Grade SCL 5
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Responsible to

Position Title Principal Environmental Officer	Level/Grade SCL 4
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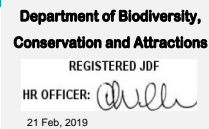
Responsible to

This position



Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised



Other offices reporting directly to this office

Position title	Level
Senior Environmental Officer	SCL 3
Environmental Officer	SCL 2
Environmental Officer	SCL 2

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 a senior professional level under the guidance of the Principal Environmental Officer:

- Investigates and provides advice on the conservation related impacts of development proposals and activities and their management, particularly those affecting CALM Act lands and waters.
- Advises, negotiates and liaises with external parties and works collaboratively with other areas of the Department in relation to the impacts of development proposals and activities and their management, particularly those affecting CALM Act lands and waters.
- Implements projects relating to policies, strategies and procedures relating to assessment and management of developments activities affecting conservation assets and values
- Assists with the management of effective work teams through provision of support, training and mentoring services for other staff.

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 (%).

INVESTIGATION, EVALUATION AND ADVICE (50%)

1. Investigates and evaluates the potential impacts of development proposals, including resource. Industrial, and infrastructure developments, on significant conservation assets and values.
2. Develops advice of the department in collaboration with relevant specialists and internal stakeholders and provides recommendations for avoidance or amelioration of these impacts and for conditions to be incorporated in approvals.
3. Participates in discussions and negotiations with industry, State and Commonwealth government departments, and other relevant parties in respect to the assessment and management of development impacts on significant conservation values.
4. Assists in the review and development of approval conditions for managing impacts of marine and terrestrial development activities.
5. Reviews environmental management plans and provides advice relevant to the implementation of developments and clearance of conditions and other subsidiary approvals as appropriate.
6. Maintains an awareness of industry environmental practice and performance and provides feedback and advice to industry and government agencies leading to continuous improvement and better outcomes of development for conservation over time.

POLICY DEVELOPMENT

7. Provides advice to the Manager and other senior DBCA staff on issues relating to the environmental assessment and management of resource development projects and other developments that may impact on marine and terrestrial conservation values and related policy and practices.
8. Participates in the development, review and promotion of sound environmental policies and practices for evaluating and managing the impacts of developments and activities affecting significant conservation values.
9. Prepares briefing papers and other correspondence for DBCA Executive, Conservation and Parks Commission and the Minister, on issues relating to the environmental assessment and management of development proposals that may impact on marine and terrestrial conservation values and related policy and practices.

GENERAL

10. Assists the Principal Environmental Officer with the management of effective work teams through provision of support, training and mentoring services for other staff within the Branch and the wider department.
11. Implements policy as defined in the CALM Act and Regulations, Departmental policy statements and relevant instructions.
12. Undertakes special assignments/projects as directed.
13. Ensures a commitment to Equal Employment Opportunity (EEO) within the workplace.

Other

14. Participates in fire management activities that contribute to bushfire suppression and prescribed burning operations as required commensurate with capability, capacity, training and level of experience.
15. Undertakes other duties as directed.

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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. These should be addressed in no more than four pages in total.

1. A Bachelor of Science degree in a relevant discipline (biological or environmental sciences, natural resource management) or approved equivalent qualification.
2. Considerable understanding and experience relevant to the identification, evaluation and management of conservation issues associated with developments.
3. Well-developed problem solving and analytical skills.
4. Demonstrated ability to operate effectively in a team, contributing positively to team operations and working relationships.
5. Considerable knowledge of relevant State and Commonwealth Government legislation, policy and practice relevant to evaluation and management of resource development projects impacting the natural environment.

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

6. Well-developed written and oral communication and interpersonal skills applicable to liaison with State or Commonwealth Government officers and industry.
7. Well-developed computer skills, including use of ARCGIS, Microsoft Word and Excel.
8. Understanding of occupational safety and health and equity and diversity principles and practices.
9. 'C' class driver's licence.
10. High level ability in written and verbal communication skills with considerable experience in the preparation of reports and formal correspondence (DESIRABLE).
11. Demonstrated initiative and ability to work effectively with minimal supervision. (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).

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.

Desirable:

Open, Accountable, Creative, Responsive, Innovative, Outcome-focused, 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?	X Yes <input type="checkbox"/> No		
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.	1		
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 X 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 .	X Yes <input type="checkbox"/> No		

PEOPLE SERVICES BRANCH USE ONLY ANZSCO Code	234313
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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: