



## Environmental Officer

### Specified Calling Level 2 (MIS21155)

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|-----------|---------------------------------------|-------------|--------------------------------|
| Group:    | Resource and Environmental Regulation | Location:   | East Perth – Mineral House     |
| Division: | Resource and Environmental Compliance | Supervises: | 0                              |
| Branch:   | Mining Environmental Compliance       | Reports to: | Team Leader Strategic Projects |
| Section:  | Minerals                              |             |                                |

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#### Operational Context

Within the Resource and Environmental Regulation Group, the Resource and Environmental Compliance Division is responsible for the management of compliance and enforcement activities across the resource sector, including the provision of resource and environmental approvals and compliance.

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#### Role Overview

This position, under limited supervision, undertakes assessment of detailed and/or complex proposals and closure plans for strategic resource projects of State significance to achieve the Department's environmental objectives for mining operations and timeframes for assessments of resources projects. The position monitors industry performance and compliance, including undertaking inspections. The position provides specialist and/or technical advice internally and externally on State significant projects including State Agreements.

#### Building Leadership Impact as a Personal Leader

We believe that all our people are leaders and expect and encourage them to demonstrate leadership in their roles.

Leadership in this position is about the work of individuals who make a direct and immediate difference to the agency, with personal accountability for delivering excellence.

#### Role Responsibilities

The following outlines the key responsibilities and duties related to this position:

- Under limited supervision:
  - Undertakes assessments of detailed and/or complex State significant resources projects.
  - Provides specialist and/or technical advice on detailed and/or complex environmental matters and strategic resource projects to the department's Executive, other government agencies, minerals and energy sector, general public and industry organisations applying to environmental legislation relating to the resources industry.
  - Prepares reports, documents, correspondence and decisions in relation to assessment of detailed and/or complex applications.
  - Carries out the duties of an inspector and undertakes inspections/compliance assessments and investigations of resources projects to monitor for compliance with legislative requirements of industry.
  - Assists with mentoring and coaching less experienced staff members.
  - Prepares technical advice and assists in drafting guidance for industry and other stakeholders.
  - Participates in divisional training programs relevant to the position.
  - Assists in the preparation of responses to ministerial and parliamentary questions.
  - Assists in the internal audits of QMS business processes for the branch and prepares necessary reports.
  - Assists with operational projects as directed by the General Manager or Team Leader.
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### **Corporate Responsibilities**

The following outlines departmental responsibilities:

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
  - Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all applicable work health and safety laws.
  - Contributes to or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are dealt with in a professional and timely manner.
  - Performs other duties as directed.
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### **Role Specific Requirements**

The following outlines what experience and qualifications are required to undertake this role:

- Bachelor of Science, Environmental Science or Natural Resource Management Degree or an approved equivalent scientific degree appropriate for the role/responsibilities described in this Job Description Form.
- Demonstrated knowledge and field experience in environmental management practices including the assessment of environmental aspects and risks associated with mining and/or petroleum development activities.

- Demonstrated experience in preparing reports on environmental assessments, investigations and/or analytical research.

### Expected Leadership Behaviours

While it is expected that the occupant will demonstrate all leadership behaviours of a [Personal Leader](#), the following outlines those that are required to undertake this role:

- **Lead Collectively** - You proactively build strong working relationships with members of your team and use these relationships to achieve your objectives and deliverables to a high standard.
  - **Think Through Complexity** - You think critically and strategically to solve problems and enhance effectiveness.
  - **Dynamically Sense the Environment** - You communicate clearly, presenting relevant technical and professional information without jargon.
  - **Deliver on High Leverage Areas** - You take responsibility for managing your work to achieve results, keeping others informed of your progress.
  - **Build Capability** - You actively contribute to the development of your team's capability, ensuring you support your team members.
  - **Embody The Spirit of Public Service** - You display and embody the spirit of public service in all your decision making, interactions and professional activities.
  - **Lead Adaptively** - You demonstrate a willingness to extend your knowledge, skills and technical expertise to support your development, seeking guidance when necessary.
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### This position reports to:

Team Leader Strategic Projects - SCL 4 (MIS17157)

### Positions reporting to this Role:

This position has no direct reports.

### Position Conditions:

The following outlines pre-employment assessments and ongoing conditions and requirements:

- The holder of this position exercises delegated statutory powers
- High integrity required for conflicts of interest
- Nationally Coordinated Criminal History Check
- Medical Check
- Current Western Australian C or C-A class driver's licence or equivalent

Approved Date

05-JAN-2026