



Job Description Form

Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

Position Title

Senior Environmental Officer

Level

6

Position Number

37519
(Nominated)

Division/Directorate

Infrastructure Planning & Land Services

Branch/Section

Environmental Services

Effective Date

June 2026

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Principal Environment Planner, Level 7

Subordinates: Environmental Officer, Level 5
Environmental Officer, Level 4

Key role of this position

To deliver compliance and assurance oversight across the Public Transport Authority's (PTA) operational divisions and to coordinate activities which enhance PTA's environmental performance.

Core duties and responsibilities

Technical

- Coordinates compliance and assurance activities to ensure the PTA meets its environmental obligations.
- Provides professional and technical advice on environmental matters consistent with statutory regulations, the PTA's environmental obligations and its Environmental Management System.
- Proactively investigates and reports on environmental risks in consultation with stakeholders and develops controls for their mitigation.
- Coordinates the provision of environmental advice relating to the PTA's operational sites, maintenance activities, infrastructure upgrade projects and tenant lease arrangements.
- Prepares environmental and Aboriginal heritage approval applications and ensures that the process is managed effectively to achieve the desired outcome.
- Liaises directly with local community groups and responds to complaints of an environmental nature.

Leadership and Management

- Establishes and maintains effective working relationships with both internal and external clients and stakeholders.
- Fosters positive team values and a cooperative team spirit.
- Supervise and mentor staff provide leadership and technical advice.
- Allocate and prioritise resourcing to ensure the timely provision of advice.

Contract Management

- Coordinates the preparation of briefs for services to be provided by external consultants and contractors, engages those external parties, and provides them with direction, leadership and guidance to ensure successful outcomes and best value for expenditure.
- Prepares contract documents, calls and evaluates tenders and recommends acceptance.
- Manage contracts and contractors to ensure that projects are completed to approved scope, budget, time and quality.
- Proactively manages contracts and contractors to ensure that projects are completed to approved scope, budget, time and quality.

Budget Management

- Assists in the preparation of budgets and prioritises expenditure through consultation with the Environmental Manager for specific environmental related tasks.
- Manages allocated expenditure through a process that addresses priority, timeliness of delivery and value for money for the expenditure outlaid.

Other

- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required.

SELECTION CRITERIA

1. Core Competencies

- Possession of a relevant tertiary qualification in environmental science, environmental management or a related discipline.
- Proven knowledge and experience in scientific, technical and environmental issues, in the interpretation and application of environmental regulations and legislation as they affect transport infrastructure operations.
- Experience in environmental and Aboriginal heritage legislation and its application.
- Demonstrated experience in providing advice on a diverse range of environmental matters to ensure regulatory compliance.

2. Leadership and Management

- Proven ability in the engagement and coordination of consultancy and contract services.
- Proven leadership skills, including the ability to manage staff guiding their performance and development.
- Proven ability to proactively evaluate performance, identify the need for change and initiate change.

3. Communication and Interpersonal

- Well-developed interpersonal and communication (oral and written) skills, including a demonstrated ability to:
 - Build and maintain effective relationships with a range of stakeholders (internal and external) and regulatory authorities.
 - Provide specialist advice to a range of stakeholders.
 - Negotiate, consult, facilitate and resolve complex issues.
 - Present information effectively and prepare a range of written documentation (including reports, briefing papers, policy documentation and written correspondence).
 - Foster positive team values and work effectively in a team environment.

4. Conceptual, Analytical and Problem Solving

- Excellent conceptual, analytical and problem-solving ability, including a demonstrated ability to research and analyse issues/trends and identify sound business solutions to complex problems.

5. Organisation

- Proven ability to set, manage and deliver on agreed timeframes.

6. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate dated 3 months or less from the date of application for the position.
- Applicants must meet the requirements shown below within an agreed period of time following appointment. Cancellation of the appointment will occur where the applicant does not meet the requirements within the agreed period of time.
 - Supervised Worker (SW) Track Access Permit.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Managing Director / Executive Director / General Manager

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Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date