

JOB ROLE STATEMENT

PRINCIPAL ENVIRONMENT OFFICER (POLICY) SPECIFIED CALLING - LEVEL 4

DIRECTORATE PLANNING AND TECHNICAL SERVICES
BRANCH ENVIRONMENT AND HERITAGE
POSITION NO P0055750

KEY RESPONSIBILITIES

Manage the development, implementation and delivery of corporate environmental initiatives and systems. Provide leadership and promote excellence in environmental performance.

KEY DELIVERIES

Environmental Management

- Manage the development and implementation, audit and review of environmental systems, processes and strategies.
- Manage the development and implementation of corporate strategic environmental initiatives.
- Ensure the provision of an effective review of operational environmental assessments.
- Provide expert technical advice on environmental matters.
- Manage reporting on corporate environmental performance.

Leadership and Management

- Provide leadership in environmental endeavour and performance.
- Contribute to the development and delivery of Branch business plan.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Management employee behaviour, performance and development.
- Contribute to the development of Main Roads environmental management capability.

Stakeholder Relationships

- Build and enhance professional working relationships with internal groups and external stakeholders.
- Consult and negotiate at high level with external stakeholders on Main Roads' environmental matters.
- Ensure staff have a customer focused approach to internal and external stakeholders.
- Represent Main Roads on external committees and working parties at a senior level.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL		POSITION NO
DIRECTOR ENVIRONMENT AND HERITAGE	LEVEL 9	P0071753

**PRINCIPAL ENVIRONMENT OFFICER
(POLICY)
SPECIFIED CALLING - LEVEL 4**

POSITIONS UNDER DIRECT SUPERVISION

List the position numbers, titles and levels of positions directly supervised

TITLE and LEVEL	POSITION No
Senior Environment Officer	SC LEVEL 3
Environment Officer	SC LEVEL 2
Environment Officer	SC LEVEL 1

ALL POSITIONS UNDER CONTROL

State number of positions only

CATEGORY	NUMBER
Salaried, Wages	3
	1
	1
TOTAL	5

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

- A Bachelor of Science Degree in a relevant discipline or a Degree in Environmental Management.
- Comprehensive skill, knowledge and experience in:
 - application of relevant environmental legislation
 - development and implementation of environmental systems, processes and strategies
 - environmental impact assessment, approval and management
 - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
 - managing employee behaviour, performance and development
 - building and enhancing stakeholder relationships
 - negotiation and facilitation
- Knowledge of:
 - policies and practices on Occupational Safety and Health, and on EEO, Diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE Martha Selett DATE 11/5/17
BRANCH/SECTION HEAD

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

SIGNATURE [Signature] DATE 12/5/17
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE [Signature] DATE 12/5/17
MANAGER HR BUSINESS