



GOVERNMENT OF
WESTERN AUSTRALIA

JOB DESCRIPTION FORM


Position Title Senior Environmental Officer			
Effective Date 12 June 2015	Position Number OEPA3032775	Level	Specified Calling SCL2/SCL3 Dual class option
Branch Strategic Policy Branch	Division Strategic Policy and Planning	Agreement PSA 1992/PSGOGA 2014	
Location Perth			

REPORTING RELATIONSHIPS

TITLE
Director Strategic Policy And Planning

CLASSIFICATION
Class 1

Office of the Environmental
Protection Authority
REGISTERED JDF

HR OFFICER: 

08 Jun, 2016

↑
RESPONSIBLE TO

TITLE
Manager, Strategic Policy

CLASSIFICATION
SCL5



Other offices reporting directly to this office.
TITLE AND CLASSIFICATION:

- SCL4 Principal Environmental Officer x2
- SCL3 Senior Environmental Officer x 3
- SCL2 Environmental Officer
- SCL1 Environmental Officer x 2
- L 4 Information Analyst x 1

↑
RESPONSIBLE TO

THIS OFFICE



OFFICERS UNDER DIRECT RESPONSIBILITY		
TITLE	LEVEL	NUMBER OF FTE'S SUPERVISED

Role (brief outline of key responsibilities/duties) **and Scope** (i.e. level of guidance under which individual operates, range of assignments that may be undertaken, influence on results for work function/program)

At an experienced professional level:

- Undertakes the development, review, evaluation, and guides implementation, of EPA and Government policy and processes, and strategic projects.
- Leads teams and develops and mentors staff in the development and review of policy.
- Represents the OEPA externally, and liaises and negotiates internally and externally on the development and implementation of policy.
- Provide advice on issues of relevance to the department.

Individuals undertake their duties within the Department's Code of Conduct, policies/procedures and relevant Government legislation.

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RESPONSIBILITIES OF THIS POSITION	
Details (listed in descending order of importance)	%
At an experienced professional level under limited direction:	
<p>Policy development, implementation and review</p> <ol style="list-style-type: none"> 1. Undertakes research and analysis of complex issues and develops policies, guidelines and or strategic advice to address them. 2. Develops and reviews environmental offsets and provides input to the environmental impact assessment process. 3. Contributes to strategic and corporate planning processes and the identification of strategic environmental policy and environmental impact assessment process issues, and appropriate policy responses. 4. Fosters innovative and creative thinking and solutions within an environment of transparency and accountability. 5. Undertakes cyclical reviews and evaluations of existing environmental guidelines and policies, including statutory reviews, and prepares appropriate reports on outcomes. 	70
<p>Influencing and managing relationships</p> <ol style="list-style-type: none"> 6. Represents the OEPA at meetings with proponents, peak bodies, interagency forums, and with other key stakeholders. 7. Communicates and promotes policy changes and new policy initiatives, including the provision of briefings and workshops to staff and stakeholders. 8. Establishes and maintains effective internal and external relationships. 9. Promotes the strategic goals of the division and branch. 	10
<p>Other</p> <ol style="list-style-type: none"> 10. Undertakes or contributes to strategic projects. 11. Develops and maintains professional competence and knowledge relating to environmental policy. 12. Other duties as required. 	20

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SELECTION CRITERIA

In the context of the duties and responsibilities of the position, the following selection criteria apply.

ESSENTIAL

Applicants should address the following five criteria which are based on the public sector level 6 capability profiles. These five criteria should be addressed in a written application in no more than three pages.

1. **Shapes and Manages Strategy**
 - Support shared purpose and direction.
 - Thinks strategically.
 - Harnesses information and opportunities.
 - Shows judgment, intelligence and common sense.
2. **Achieves Results**
 - Identifies and uses resources wisely.
 - Applies and builds professional expertise.
 - Responds positively to change.
 - Takes responsibility for managing projects to achieve results.
3. **Builds productive relationships**
 - Nurtures internal and external relationships.
 - Listens to, understands and recognizes the needs of others. .
 - Values individual differences and diversity.
 - Shares learning and supports others.
4. **Exemplifies personal integrity and self-awareness**
 - Demonstrates public service professionalism and probity
 - Engages with risk and shows personal courage.
 - Commits to action.
 - Promotes and adopts a positive and balanced approach to work.
 - Demonstrates self-awareness and commits to personal development.
5. **Communicates and influences effectively**
 - Communicates clearly.
 - Listens understand and adapts to audience.
 - Negotiates confidently.

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

6. Considerable experience, knowledge and skills in policy development and/or environmental impact assessment, preferably in a government setting.
7. Excellent knowledge of Government processes.
8. Significant experience in planning, managing and delivering projects in line with corporate objectives.
9. Experience in leading teams and developing staff.
10. A Science degree in a relevant discipline or approved equivalent qualification.
11. An understanding of occupational safety and health and equity and diversity principles and practices.
12. Current 'C' class motor vehicle driver's license. **(Desirable)**

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OTHER

POSITION STATUS State whether position forms part of the permanent structure: YES OR NO	Yes				
FTE (e.g. 1, 0.5)	1				
ALLOWANCES / SPECIAL CONDITIONS Please mark X in the box for allowances and conditions applicable.	District Allowance		NW Leave		Air conditioning
	No Fixed Hours (Rangers only)		Ranger Leave (Rangers only)		Other - Please specify below:
SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model operated i.e. 4WD.					
ANZSCO CODE (PSB will insert) State ASCO Code	234313				
WORKING WITH CHILDREN Please specify if this position requires a Working with Children check – please refer to http://www.checkwwc.wa.gov.au/AboutWWCChecks/default.htm if this position works with children for further information on whether this will be required. YES OR NO	NO				

CERTIFICATION

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

BRANCH/DIVISION HEAD	GENERAL MANAGER
SIGNATURE:	SIGNATURE:
DATE:	DATE: