



JOB DESCRIPTION FORM

The Department of Environment Regulation (DER) has the following purpose: To advise on and implement strategies for a healthy environment, for all current and future Western Australians.

DER's values


In all of our work we will be *Responsive, Enabling, Focused, Innovative, Responsible* and *Effective*.

For the purpose of this recruitment process, behaviours that reflect some or all of the above values are embedded in the selection criteria for this position.

1. Position details

Position title Environmental Officer – Clearing Regulation	Functional title Clearing Regulation Officer	ANZSCO Code (PSB will insert) 234313	
Effective Date 25 August 2016	Position Number DER3036856	Level/Grade N/A	Specified Calling Level SC1
Functional Area Licensing and Approvals		Functional Group Clearing Regulation	
Location Perth metropolitan area		Agreement PSA 1992/PSGOGA 2014	
Position Status Does this position form part of the permanent funded establishment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	End Date (If not Permanent)	

2. Reporting relationships

Position Title Manager Clearing Regulation	Level/Grade SC4	Department of Environment Regulation REGISTERED JDF HR OFFICER:  25 Aug. 2016
↑ Responsible to		
Position Title Senior Clearing Regulation Officer	Level/Grade Level 6	Other officers reporting directly to this position
↑ Responsible to		
This position		
↑ Officers under direct responsibility		
Position Title NIL	Level/Grade	Approx. no. FTEs supervised

3. Statement of function

- Primary responsibility for efficiently assessing and appropriately determining native vegetation clearing permits which are effective and enforceable, within target timeframes.
- Primary responsibility for resolving contentious issues that arise from native vegetation clearing permits.

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. Core responsibilities

At a **foundational** level and with **demonstrated** experience, accountable for supporting:

- 4.1 The assessment, determination and monitoring of native vegetation clearing permit applications and decisions to ensure compliance with clearing provisions under part V of the *Environmental Protection Act 1986*.
- 4.2 The resolution of contentious issues that arise from native vegetation clearing permit applications and decisions.
- 4.3 The Department's inputs into the native vegetation clearing assessment processes.
- 4.4 The provision of advice and liaison with stakeholders on native vegetation clearing regulation issues.
- 4.5 The development, maintenance and sharing of expertise to improve knowledge and build capability throughout the Department.
- 4.6 Other duties as required.

5. Capabilities (selection criteria)

DER's Capability Framework describes the core capabilities required of departmental personnel across all occupational groups. In the context of the core responsibilities of the position and DER's corporate values, the following selection criteria apply. All criteria are essential unless specified otherwise.

At a **foundational** level and in the context of the **function** and **core responsibilities** of the role:

- 5.1 **Understand and apply legislation.**
Ability to understand and apply legislation and policy to support government and organisational objectives.
- 5.2 **Critical thinking and decision making**
Ability to conceptualise, analyse and evaluate information to develop practical solutions and make informed decisions.
- 5.3 **Communication and negotiation**
Ability to communicate effectively with internal and external stakeholders including the ability to gain consensus and commitment from others and resolve issues and conflict
- 5.4 **Deliver products and services**
Ability to deliver products and services to the required standards within the required timeframes.
- 5.5 **Relationships and people management**
Ability to work effectively with a diverse team of professionals manage and develop self and champion change.
- 5.6 **Technical and occupational specific**
A Bachelor of Science or an approved equivalent determined in accordance with Clause 12 of the Public Service Award 1992.

In reference to DER, a **foundational** level is defined as:

Carries out tasks with clearly defined instructions to deliver products and services to the required standards in the required timeframes. Usually officer's superior is responsible for ensuring the correct result.

Demonstrated experience at the **foundational** level is defined as a minimum 3 year Bachelor degree in the specified discipline.

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6. Other

Full Time Equivalent (FTE) Full time hours = 1 FTE. Part time hours are expressed as a proportion of 1 e.g. 0.6 FTE if a person works 3 days per week or 60% of full time hours.	1.0 FTE		
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"/> Other - Please specify below :	
Specialised Equipment Operated Specify type of equipment e.g. 4WD.			
Working With Children Specify if this position requires a Working with Children check – refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/ if this position works with children for further information on whether this is required.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Police Clearance Specify if this position requires a police clearance or integrity check – refer to http://www.police.wa.gov.au/OurServices/Policecheckscertificates/NationalPoliceCertificates/tabid/1339/Default.aspx for further information.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

7. Certification

The details contained in this document are an accurate reflection of the position.

Senior Manager	Signature: 	Date: 15/7/15
Director (where applicable)	Signature: 	Date: 23/7/15
Executive Director	Signature: 	Date: 24/7/15
Director General	Signature: 	Date: 10/8/15