



# 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

<b>Position title</b> Senior Environmental Officer – Air Quality	<b>Functional title</b> Senior Air Quality Officer	<b>ANZSCO Code</b> 234313	
<b>Effective Date</b> 29 August 2016	<b>Position Number</b> DER3032750	<b>Level/Grade</b> N/A	<b>Specified Calling Level</b> SC3
<b>Functional Area</b> Licensing and Approvals		<b>Functional Group</b> Air Quality Services	
<b>Location</b> Perth, metropolitan area		<b>Agreement</b> PSA 1992/PSGOGA 2014	
<b>Position Status</b> Does this position form part of the permanent funded establishment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>End Date (If not Permanent)</b>	

## 2. Reporting relationships

<b>Position Title</b> Senior Manager Air Quality Services	<b>Level/Grade</b> SC5
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Responsible to

<b>Position Title</b> Manager Air Quality (Science)	<b>Level/Grade</b> SC4
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Responsible to

<b>This position</b>
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Officers under *direct* responsibility

<b>Position Title</b> NIL	<b>Level/Grade</b>	<b>Approx. no. FTEs supervised</b>
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Department of Environment Regulation  
REGISTERED JDF  
HR OFFICER:   
29 Aug. 2016

Other officers reporting directly to this position

<b>Position title</b>	<b>Level/Grade</b>
Principal Air Quality Officer	SC4
Senior Air Quality Officer x 3.6	SC3
Air Quality Officer x 2	SC2
Air Quality Officer	SC1

## 3. Statement of function

- Primary responsibility for efficiently providing an effective legislated air quality monitoring network.
- Primary responsibility for providing high quality and timely strategic specialist air quality investigations dispersion modelling assessments and technical advice.

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 an **adept** level and with **general** experience, accountable for the management of:

- 4.1 The provision of advice on air quality issues including the resolution of contentious issues and operational procedures.
- 4.2 The provision of reports on air quality issues including air quality investigations and dispersion modelling assessments.
- 4.3 The provision of scientific advice to internal and external stakeholders and to inform consultation with industry, government and other stakeholders.
- 4.4 The provision of support to the agency's compliance, investigation and response functions.
- 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 an **adept** 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 specified qualification or an approved equivalent in accordance with clause 12 of the Public Service Award.

In reference to DER, an **adept** level is defined as:

Work is carried out according to principles, targets and policies enforced by the Department to deliver products and services to the required standards in the required timeframes. Officer is required to plan how tasks, in the form of projects and analyses, will be carried out but usually the supervisor must approve the ideas and control the results. Officer is responsible for delegating work within a defined area of activity. Officer suggests and takes part in drawing up guidelines for the organisation, working methods etc.

**General experience** at the **adept** level is defined as a minimum of 0 – 3 years relevant work experience at the **adept** level.



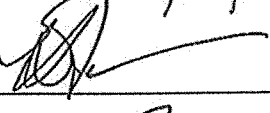

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## 6. Other

<b>Full Time Equivalent (FTE)</b> 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	
<b>Allowances and Special Conditions</b> 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 :
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.		
<b>Working With Children</b> Specify if this position requires a Working with Children check – refer to <a href="http://www.checkwwwc.wa.gov.au/checkwwwc/MWC+Check/">http://www.checkwwwc.wa.gov.au/checkwwwc/MWC+Check/</a> if this position works with children for further information on whether this is required.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Police Clearance</b> Specify if this position requires a police clearance or integrity check – refer to <a href="http://www.police.wa.gov.au/OurServices/Policecheckscertificates/NationalPoliceCertificates/tabid/1339/Default.aspx">http://www.police.wa.gov.au/OurServices/Policecheckscertificates/NationalPoliceCertificates/tabid/1339/Default.aspx</a> 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.

<b>Manager/Senior Manager</b>	Signature: 	Date: 23/8/16
<b>Director (where applicable)</b>	Signature: 	Date: 23/8/16
<b>Executive Director</b>	Signature: 	Date: 24/8/16
<b>Director General</b>	Signature: 	Date: 25/8/16