



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 - Licensing	Functional title Licensing Officer	ANZSCO Code (PSB will insert) 234312	
Effective Date 17 November 2016	Position Number DER3055957	Level/Grade N/A	Specified Calling Level SC1
Functional Area Licensing and Approvals		Functional Group Industry 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 Senior Manager – Industry Regulation (Resource Industries)	Level/Grade SC5	 Responsible to	 Other officers reporting directly to this position
Position Title Manager Licensing (Resource Industries)	Level/Grade SC4		
This position			
Officers under direct responsibility			
Position Title NIL	Level/Grade	Approx. no. FTEs supervised	

Department of Environment Regulation
REGISTERED JDF
HR OFFICER: 
17 Nov, 2016

3. Statement of function

- Primary responsibility for efficiently and effectively assessing and appropriately determining applications for industry works approvals and licences across the state, within target timeframes.
- Primary responsibility for ensuring works approvals and licences contain conditions which are necessary, effective and enforceable.
- Primary responsibility for oversight of operational environmental management of activities subject to a works approvals or licence.
- Support role for compliance program on premises subject to a works approval or licence.
- Primary responsibility for resolving contentious issues that arise from activities subject to a works approvals or licence.

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 of applications for works approvals (clearing) and licences including the development and maintenance of appropriate regulatory instruments and signing packages within target timeframes.
- 4.2 The review and actioning of monitoring reports, Annual Environmental and Annual Audit Compliance reports within target timeframes.
- 4.3 The support provided to the agency's compliance, investigation and response functions as required.
- 4.4 Action in relation to environmental regulation issues associated with prescribed premises including resolution of contentious issues and operational policy and guidance development.
- 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: 16/12/2015
Director (where applicable)	Signature: 	Date: 12/1/2016
Executive Director	Signature: 	Date: 20/1/16
Director General	Signature: 	Date: 20/1/16