



Our Purpose

To provide safe, customer-focussed, integrated and efficient transport services.

ATTINITUTION OF					
Positio Studer	on Title ht - Environment	Level 2	Position Number 33492		
Divisio Infrastr	on/Directorate ructure, Planning & Land Services	Branch/Section Environmental Services			
Effecti June 2	i ve Date 017	Health Task Risk Assessi 3	ment Category		
 Repor	ting relationships				
Superc Suborc	ordinate: Environmental Manager - IP&LS, Level dinate: No Direct Reports	7			
Key ro	le of this position				
Assists learnt a	Assists with small projects or pieces of work that aim to build upon the student's technical skills and knowledge learnt at university.				
Core c	Core duties and responsibilities				
Mainte •	enance and Asset Management Liaises with Public Transport Authority (PTA) government agencies, environmental const environmental outcomes. Assists with reviewing work practices and proce	managers, contractors, loc ultants and local commu	cal government authorities, inity groups to facilitate		
Techn	ical				
•	Reviews and reports on environmental surviconsultants. Assists with collection of information, resea preparation of briefing notes and technical report	veys, studies and plans p rching environmental issue rts on environmental manage	repared by environmental s, progress reporting and ment issues.		
Other •	Position Title Student - Environment Level Position Number 33492 Division/Directorate Infrastructure, Planning & Land Services Branch/Section Environmental Services Effective Date June 2017 Branch/Section Environmental Services Superordinate: Environmental Manager - IP&LS, Level 7 Subordinate: No Direct Reports Health Task Risk Assessment Category 3 Key role of this position Assists with small projects or pieces of work that aim to build upon the student's technical skills and knowledge learnt at university. Core duties and responsibilities Maintenance and Asset Management - Liaises with Public Transport Authority (PTA) managers, contractors, local government authorities, government agencies, environmental consultants and local community groups to facilitate environmental outcomes. • Assists with reviewing work practices and procedures. Technical • Reviews and reports on environmental surveys, studies and plans prepared by environmental consultants. • Assists with collection of information, researching environmental issues, progress reporting and preparation of briefing notes and technical reports on environmental management issues. • Cher • Carries out as required, such work related tasks and functions that are within the limits of the employee's skills, competence and training.				
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	Public Transport Authority	Connecting	and growing		
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Essential Work Related Requirements

1. Job Specific

- Studying towards a Bachelor Degree in Environmental Science (or equivalent).
- Must attain reasonable grades in course and be willing to broaden knowledge in the field.

2. Communication and Interpersonal

• Sound communication skills (written, verbal and interpersonal) including the ability to liaise with individuals in a variety of contexts and work as a team member.

• Proven ability to work as part of a team as well as autonomously.

3. Conceptual, Analytical and Problem Solving

- Demonstrated analytical, research and evaluation skills.
- Good level of initiative and problem solving skills.
- Ability to review documentation, distil key points and ideas and apply them to processes and procedures.

4. Organisation

• Ability to prioritise work and meet deadlines.

5. Computer Literacy

• Competent in the use of relevant computer applications (such as word processing, spreadsheets, and databases).

Special Appointment Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties
 of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.
- Applicants must meet the special requirements shown below within an agreed period. Cancellation of
 this appointment will occur where an applicant does not meet special requirements within an agreed
 period of time after appointment.

Supervised Worker (SW) Track Access Permit



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The details contained in this document are an accur requirements of the position	ate statement of the duties, responsibilities and other
Managing Director / Executive Director / General	Manager
Signature	Date
Employee I have read and accept the responsibilities of the Jol	b Description Form
Signature	Date