



## Draft Job Description

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<b>Position Title:</b>	<i>Environmental Officer</i>	<b>Classification:</b>	<i>Specified Calling Level 1</i>
<b>Position Number:</b>	<i>IR040215</i>	<b>Location:</b>	<i>R-Kalgoorlie</i>
<b>Division/Group:</b>	<i>Resource and Environmental Regulation</i>	<b>Supervises:</b>	<i>0</i>
<b>Branch/Section:</b>	<i>Resource and Environmental Compliance</i>	<b>Reports to:</b>	<i>Team Leader</i>

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### Operational Context

Within the Resource and Environment Regulation Group, the Resource and Environmental Compliance Division is responsible for the management of compliance and enforcement activities across the resource sector, including the provision of environmental approvals and compliance.

### Role Overview

The Environmental Officer provides specialist/technical advice to the department's Executive, minerals and energy sector, general public and industry organisations in relation to various legislative Acts. This role also undertakes assessments of routine/straightforward mining proposals/petroleum proposals/native vegetation clearing applications.

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### Role Responsibilities

(The following outlines the key responsibilities and duties related to this position.)

- Under direct supervision:
- Provides specialist/technical advice to the department's Executive, minerals and energy sector, general public and industry organisations applying to the: Mining Act 1978 (WA); Petroleum and Geothermal Energy Resources Act 1967 (WA); Petroleum and Geothermal Energy Resources (Environment) Regulations 2012 (WA); Petroleum Pipelines Act 1969 (WA); Petroleum Pipelines (Environment) Regulations 2012 (WA); Petroleum (Submerged Lands) Act 1982 (WA); Petroleum (Submerged Lands) (Environment) Regulations 2012; Environmental Protection Act 1986 and Environmental Protection (Clearing of Native Vegetation) Regulations 2004.
- Undertake assessments of routine/straightforward mining proposals/petroleum proposals/native vegetation clearing applications.
- Prepare reports documents and correspondence related to assessments and decisions on applications received recommending whether to grant/approve or refuse/reject the application or request further information relating to the application.
- Carry out the duties of an Inspector under mining/petroleum and environment legislation as required in the specific job role.
- Participate in routine inspections/audits of mining/petroleum operations to monitor compliance of industry.
- Assist in the preparation of technical guidance material.
- Assist in the preparation of responses to ministerial and parliamentary questions.
- Liaise with internal and external stakeholders and provide timely and quality advice on technical matters as required.
- Participate in divisional training programs relevant to the position.
- Assist in the maintenance of divisional QMS business processes including participation in internal audits as required.

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### What are my corporate responsibilities?

(The following outlines departmental responsibilities)

- Performs other roles/tasks as directed.

- Provides effective leadership within corporate policies and procedures, acts with integrity and ensures staff demonstrate ethical behaviours aligned with the Department Code of Conduct.
  - Builds productive working relationships with community stakeholders to ensure effective community engagement, provide opportunities to input on policy and to facilitate agreement of mutually beneficial solutions.
  - Contributes to or responsible for the achievement of corporate objectives through effective management by ensuring that stakeholders are dealt with in a professional and timely manner.
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### ***What is required in this role?***

(The following outlines what experience and qualifications are required to fulfil this role)

- A Bachelor of Science Environmental Science or Natural Resource Management Degree.
- Knowledge and/or field experience in environmental management practices applicable to development activities.

### ***Capabilities Required***

(The following outlines the behaviours required to be demonstrated to perform this role)

- Demonstrates effective internal and external stakeholder engagement and communication.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Takes responsibility for completion of work and seeks guidance when required; identifies risks and takes initiative to progress work when required.
- Produces a range of business documents including policies, procedures, briefings and reports accurately.
- Anticipates issues that could impact on tasks; identifies risks and uncertainties in procedures and tasks.

This position reports to: Team Leader

Supervisor Position No: *MP120046* Classification: SCL4

Positions reporting to this Job:

This position has no direct reports

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### ***What are the pre-employment requirements for this Job?***

Pre-employment Medical

'C' Class Drivers Licence

This position has been identified with a potential for Conflict of Interest

National Police Clearance

Approved Date

07-DEC-2017