



## Job Description

<b>Position Title:</b>	Senior Environmental Officer	<b>Classification:</b>	Specified Calling L3
<b>Position Number:</b>	IR050049	<b>Location:</b>	Mineral House - East Perth
<b>Division/Group:</b>	Resource and Environmental Regulation	<b>Supervises:</b>	0
<b>Branch/Section:</b>	Environmental Compliance	<b>Reports to:</b>	Team Leader

### 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 Senior Environmental Officer, under limited supervision, 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 detailed and/or complex mining proposals/petroleum plans/native vegetation clearing applications.

### Role Responsibilities

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

- Provide high level specialist/technical advice to the department's Executive, minerals and energy sector, general public and industry organisations applying environmental legislation relating to the resources industry.
- Undertake assessments of complex mining proposals/petroleum plans/native vegetation clearing applications.
- Prepare reports, documents and correspondence related to complex assessments and makes decisions on complex 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.
- Lead complex inspections/audits of mining/petroleum operations and monitors compliance with legislative requirements.
- Undertake and/or manage incident and compliance investigations.
- Mentor and coach less experienced staff members as required.
- Prepare technical advice and assist in drafting guidance material for industry and other stakeholders.
- Participate in divisional training programs relevant to the position.
- Provide advice to stakeholders on complex technical matters.
- Prepare responses to ministerial and parliamentary questions.
- Participate in internal audits of QMS business processes for the Division and prepare audit reports as required.
- Assist in operational projects as directed by the General Manager or Team Leader.

### Corporate Responsibilities

(The following outlines departmental responsibilities)

- 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.
- 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.
- Provides effective leadership within corporate policies and procedures, acts with integrity and ensures staff demonstrate ethical behaviours aligned with the Department Code of Conduct.
- Performs other roles/tasks as directed.
- Takes reasonable care to protect your own safety and health at work, and that of others by co-operating with the safety and health policies and procedures of the department and complying with all provisions of the Occupational

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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 or an approved equivalent degree.
- Considerable knowledge and significant experience in environmental management including the assessment of environmental aspects and risks associated with mineral and petroleum proposals.
- Significant experience in preparing reports on complex environmental assessments, investigations and/or analytical research.

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### ***Capabilities Required***

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

- Commits to meeting objectives, identifies and implements appropriate risk strategies and follows up to finalise work.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Actively listens to staff, colleagues, clients and stakeholders, involves and recognises others' contributions.
- Shows willingness to learn and develop expertise to achieve goals and tasks set, contributes own expertise to work unit.

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### ***What are the Job reporting relationships?***

This position reports to: Team Leader

Supervisor Position No: IR060008

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**

08-NOV-2018