

JOB ROLE STATEMENT

ENVIRONMENT OFFICER SPECIFIED CALLING - LEVEL 2

DIRECTORATE
BRANCH

PLANNING AND TECHNICAL SERVICES
ENVIRONMENT

POSITION NO

P0061526

KEY RESPONSIBILITIES

Develop, review and improve corporate elements of the Main Roads Environmental Management System. Review and improve processes and provide advice.

KEY DELIVERIES

Environmental Management

- Develop, review and improve corporate elements of the Main Roads Environmental Management System, and associated processes and standards.
- Monitor and audit performance for compliance with legal and corporate requirements.
- Co-ordinate and provide corporate environmental performance reporting.
- Develop and undertake projects to improve corporate performance.
- Provide advice on environmental and heritage assessments, approvals and management for operational works as required.

Leadership and Management

- Participate in matters to demonstrate corporate and individual commitment, capability and leadership.
- Manage contractors, consultants and graduates delivering services to the Branch, if required.
- Manage employee behaviour, performance and development, where required.
- Contribute to the development and mentoring of graduates.
- Contribute to the training of environmental staff and stakeholders.

Stakeholder Relationships

- Build and enhance working relationships with key staff and external stakeholders.
- Consult, liaise and negotiate with key stakeholders to achieve desired environmental outcomes.
- Provide customer focused advice on environmental matters to staff and external stakeholders.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL
PRINCIPAL ENVIRONMENT OFFICER

LEVEL 4
SPECIFIED CALLING

POSITION NO
P0055750

SENIOR ENVIRONMENT OFFICER SPECIFIED CALLING - LEVEL 2

POSITIONS UNDER DIRECT SUPERVISION

ALL POSITIONS UNDER CONTROL

List the position numbers, titles and levels of positions directly supervised

State number of positions only

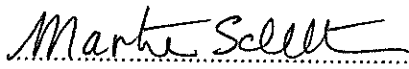
TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
TOTAL			

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE

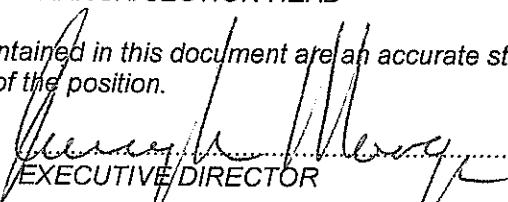
- A Bachelor of Science Degree in a relevant discipline or a Degree in Environmental Management.
- Considerable skill, knowledge and experience in:
 - operation of environmental management systems, processes and standards
 - application of relevant State and Federal legislation
 - environmental impact assessment, approval and management
 - project development and management
 - building and enhancing stakeholder relationships
- Knowledge of:
 - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

CERTIFICATION


1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 11/06/18
BRANCH/SECTION HEAD

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE  DATE 12/6/18
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 13/6/18
MANAGER HR BUSINESS