

# Job Description Form

## 1. Position Details

<b>Position Title</b> Environmental Officer			<b>Position Number</b> DBCA3127075
<b>Level/Grade</b> N/A	<b>Specified Calling</b> SCL1	<b>Agreement</b> PSA 1992/PSGOCSAGA 2017	<b>Effective Date</b> 7 May 2019
<b>Division</b> Biodiversity and Conservation Science		<b>Branch</b> Rivers and Estuaries Science	
<b>Section</b>		<b>Location</b> Kensington	

## 2. Reporting Relationships

<b>Position Title</b> Principal Scientist	<b>Level/Grade</b> SCL4
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Responsible to

<b>Position Title</b> Senior Environmental Officer	<b>Level/Grade</b> SCL3
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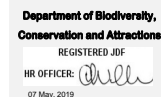
Responsible to

**This position**



Officers under *direct* responsibility

Position Title Nil	Level/Grade	Approx. no. FTEs supervised



Other offices reporting directly to this office

Position title	Level

## 3. Role and Scope

This is a brief outline of the key responsibilities and scope. Scope may include the level of guidance under which the job operates, range of assignments, and influence on results for the work function or program:

Under the direction of the Senior Environmental Officer, this position contributes to the delivery of high-quality science for the management of the Swan Canning Riverpark by:

- providing scientific and technical support for the estuarine and catchment monitoring program and associated research;
- applying scientific knowledge to data analyses and reporting to improve understanding of the Swan Canning river system and;
- providing advice on environmental monitoring approaches in waterways and catchments.

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. Responsibilities of the Position and Broad Outline of Duties

At a professional level and with immediate supervision of the Senior Environmental Officer:

### TECHNICAL / SCIENTIFIC

1. Participates in and assists in planning activities to meet requirements of monitoring and field surveys.
2. Conducts laboratory investigations as required.
3. Ensures technical standards and quality control are met and records maintained.
4. Ensures data is appropriately captured, verified and stored on available databases.
5. Analyses data and applies scientific knowledge to reporting to improve understanding of the Swan Canning river system;
6. Supports other staff / volunteers during field operations.
7. Applies problem solving skills and knowledge to assist the design of monitoring and field surveys
8. Undertakes incident response sampling as required.
9. Reviews and evaluates scientific information and provides advice.

### GENERAL

10. Liaises and cooperates with technical experts, departmental staff, other government departments in order to ensure monitoring and field approaches are best practice.
11. Maintains professional competence and knowledge of aquatic and environmental issues and initiatives relevant to waterways and catchment management.
12. Undertakes administrative duties and adheres to departmental standards, as required.
13. Contributes to the effective achievement of high-quality outputs and outcomes through timely management of allocated tasks, projects and resources.

### OTHER

14. Participates in departmental training and safety programs, as directed.
15. Willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and experience.
16. Undertakes other duties as required.

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## 5. Selection Criteria

**In the context of the duties and responsibilities of the position, the following selection criteria apply. All criteria are essential unless specified otherwise.**

**Applicants should address the following four essential criteria. These should be addressed in no more than three pages in total.**

1. Experience in field survey and monitoring of water quality and/or other aquatic variables.
2. Ability to research issues, analyse and interpret data and develop sound recommendations for waterways and catchment issues.
3. Knowledge of the management of waterways and catchment issues
4. Ability to work in a team situation and establish working relationships which promote organisational objectives.

**The following criteria will be assessed at some stage during the selection process. Desirable criteria will be assessed if required:**

5. A relevant degree from a recognised university in Science, or related discipline, or an appropriate equivalent.
6. Demonstrated sound oral and written communication, interpersonal and negotiation skills.
7. Understanding of occupational safety and health and equity and diversity principles and practices.
8. A current "C" class driver's license.
9. A current Coxswain Grade 1 (near coastal) certificate (or higher qualification) or demonstrate an ability to obtain this qualification and be proficient at handling a small boat (**Desirable**).
10. Ongoing willingness and ability to participate in fire management activities that contribute to bushfire suppression and prescribed burning operations commensurate with capability, capacity, training and level of experience (**Desirable**).

### Values

In all of our work we will act with the highest *Integrity* and be *Open, Accountable, Creative, Responsive, Innovative, Outcome-focused* and *Collaborative*. For the purposes of this recruitment process, behaviour that reflects those values are included as essential selection criteria for this position.

**Information on whether appointment to this position is subject to a satisfactory Working with Children or National Police check is included in Section 6 of this form.**

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## 6. Other

<b>Position Status</b> Does the position form part of the permanent structure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Full Time Equivalent (FTE)</b> Full time hours = 1 FTE. Write part time hours as a proportion of 1 e.g. 0.6 FTE if 3 days per week ie 60% of full time hours.	1.0 FTE		
<b>Allowances and Special Conditions</b> 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"/> No Fixed Hours (Rangers only)	
	<input type="checkbox"/> Ranger Leave (Rangers only)	<input type="checkbox"/> Other - Please specify below:	
<b>Specialised Equipment Operated</b> Specify type of equipment e.g. 4WD.	Personal computer equipment, GPS, GIS, 4WD vehicles, towing trailers, small vessels up to 12 m length, digital camera, firefighting equipment		
<b>Working With Children</b> Specify if appointment to this position is subject to a satisfactory Working with Children check – if this position works with children, refer to <a href="http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/">http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/</a> for information on whether a check is required. If yes, applicants may be asked to provide a WWC check.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>National Police Check</b> Specify if appointment to this position is subject to a satisfactory National Police check. If yes, applicants may be asked to obtain a <a href="#">National Police Certificate</a> . For more information refer to the department's guidelines on <a href="#">National Police checks</a> .	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

<b>PEOPLE SERVICES BRANCH USE ONLY</b> ANZSCO Code	234313
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## 7. Certification

The details contained in this document are an accurate reflection of position.

Branch/Division Head	Director General
Signature:	Signature:
Date:	Date: