



Job Description

Position Title:	<i>Environmental Officer</i>	Classification:	<i>Specified Calling L1</i>
Position Number:	<i>MIS19209</i>	Location:	<i>Mineral House - East Perth</i>
Division/Group:	<i>Resource and Environmental Regulation</i>	Supervises:	<i>0</i>
Branch/Section:	<i>Environmental Compliance</i>	Reports to:	<i>General Manager Environmental Compliance</i>

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, under direct supervision, undertakes environmental assessments of routine/straightforward mining/petroleum proposal applications and, as required native vegetation clearing applications. This role also provides specialist/technical advice to the departments Executive, minerals and energy sector, general public and industry organisations in relation to environmental legislation and policies.

Role Responsibilities

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

- Under direct supervision:
- Undertake assessments of routine/straightforward mining/petroleum proposals and, as require native vegetation clearing applications.
- Provides specialist/technical advice to the departments Executive, minerals and energy sector, general public and industry organisations applying to environmental legislation relating to the resources industry.
- Prepare reports, documents and correspondence related to routine/straightforward environmental assessments and make decisions and/or recommendations as required.
- Carry out the duties of an Inspector and participate in inspections/audits of mining/petroleum operations to monitor for compliance with legislative requirements of industry.
- Assist in the preparation of technical advice and guidance material for industry and other stakeholders.
- Participate in divisional training programs relevant to the position.
- Assist in the preparation of responses to ministerial and parliamentary questions.
- Assist in the maintenance of divisional QMS business processes including participation in internal audits as required.

Corporate Responsibilities

(The following outlines departmental responsibilities)

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours aligned with the Department Code of Conduct.
- Performs other duties 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 Safety and Health Act 1984.

What is required in this role?

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

- A Bachelor of Environmental Science or Natural Resource Management Degree or an approved equivalent degree.
- Knowledge and/or experience in environmental management practices applicable to development activities.
- Ability to undertake research on environmental assessments and investigations, and prepare relevant reports.

Capabilities Required

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

- Takes responsibility for completion of work and seeks guidance when required; identifies risks and takes initiative to progress work when required.
- Shares information with own team, seeks input from others, contributes to team discussions and ensures others are kept informed.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Anticipates issues that could impact on tasks; identifies risks and uncertainties in procedures and tasks.
- Produces a range of business documents including policies, procedures, briefings and reports accurately.

What are the Job reporting relationships?

This position reports to: General Manager Environmental Compliance

Supervisor Position No: MIS17156 Classification: SCL5

Positions reporting to this Job:

This position has no direct reports

What are the pre-employment requirements for this Job?

- 'C' Class Drivers Licence
- This position has been identified with a potential for Conflict of Interest
- National Police Clearance
- Pre-employment Medical

Approved Date

13-MAY-2019