



Job Description

Position Title:	Principal Environmental Officer	Classification:	Specified Calling L4
Position Number:	MIS19259	Location:	Mineral House - East Perth
Division/Group:	Resource and Environmental Regulation	Supervises:	0
Branch/Section:	Abandoned Mines	Reports to:	Manager Abandoned Mines Program

Operational Context

Within the Resource and Environmental Regulation Group the Geological Survey and Resource Strategy Division is responsible for strategic resource policy setting and the facilitation of investment through the provision of geoscience data and products. The division manages the Exploration Incentive Scheme including the cofunded drilling program.

Role Overview

The Principal Environmental Officer provides specialist/technical input to support delivery of the Abandoned Mines Program and mine rehabilitation projects and activities funded by the Mining Rehabilitation Fund (MRF). It is also responsible for supporting the development and implementation of policy and guidance materials to support MRF direction.

Role Responsibilities

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

- Provides specialist/technical input to support delivery of the Abandoned Mines Program.
- Provides high level advice on issues related to the development, implementation and management of projects funded from the Mining Rehabilitation Fund Act 2012.
- Manage the delivery of specific projects including but not limited to project scoping, risk management, scheduling, procurement, budget development and management, contractor management and progress reporting as required.
- Respond to requests for complex regulatory and technical information; initiates and responds to correspondence; prepares documentation to provide transparency of Abandoned Mines Program processes.
- Provides technical leadership on program matters, as required.
- Prepare advice on issues related to the development, implementation and management of policies and projects funded from the Mining Rehabilitation Fund Act 2012.
- Prepare reports, presentations, media responses, correspondence, briefing notes, Ministerials and responses to Parliamentary questions relating to activities under the Abandoned Mines Program.
- Prepare stakeholder engagement plans and coordinate engagement activities to support program and project development, delivery and evaluation.
- Liaise with government and community stakeholders, respond to public enquiries, prepare communication material and maintain communication records.
- Undertake research, analysis and reporting and interpret legislative requirements to support effective program delivery.
- Undertake analysis of spatial datasets using ArcGIS to identify high risk abandoned mine sites for prioritisation assessment.
- Participate in divisional training programs relevant to the position.
- Assist in the mentoring and coaching of less experienced staff members as required.

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 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, Natural Resource Management or equivalent.
- Experience in successful mine closure and rehabilitation planning and implementation.
- Well-developed Project Management skills.
- Knowledge of government procurement processes would be advantageous.

Capabilities Required

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

- Demonstrates appropriate leadership behaviour, takes responsibility, promotes accountability and motivates others.
- Consults and shares information to ensure others are kept informed of issues. Involves people, encourages them and recognises their contribution.
- Adheres to and promotes the public sector values and Code of Conduct and acts with the utmost integrity and professionalism.
- Builds and sustains effective and productive relationships and partnerships with a network of key people internally and with external stakeholders. Anticipates and is responsive to internal and external client needs.
- Prepares reports, ministerial and other material.
- Gathers and investigates information from a variety of sources, and explores new ideas and different viewpoints.

What are the Job reporting relationships?

This position reports to: Manager Abandoned Mines Program

Supervisor Position No: MP120092 Classification: L7

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
- Pre-employment Medical
- National Police Clearance

Approved Date

22-JUL-2019