



Job Description Form

Our Purpose

To provide safe, customer-focused, integrated and efficient transport services.

Position Title

Student Environment

Level

2

Position Number

35164

Division/Directorate

Major Projects Unit

Branch/Section**Effective Date**

August 2019

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Executive Director Major Projects, Class 2

Subordinates: No Direct Reports

Key role of this position

Assists with small projects or pieces of work that aim to build upon the student's technical skills and knowledge learnt at university.

Core duties and responsibilities

Maintenance and Asset Management

- Liaises with Public Transport Authority (PTA) managers, contractors, local government authorities, government agencies, environmental consultants and local community groups to facilitate environmental outcomes.
- Assists with reviewing work practices and procedures.

Technical

- Reviews and reports on environmental surveys, studies and plans prepared by environmental consultants.
- Assists with collection of information, researching environmental issues, progress reporting and preparation of briefing notes and technical reports on environmental management issues.

Other

- Carries out as required, such work related tasks and functions that are within the limits of the employee's skills, competence and training.

SELECTION CRITERIA

1. Core Competencies

- Studying towards a Bachelor Degree in Environmental Science (or equivalent).
- Must attain reasonable grades in course and be willing to broaden knowledge in the field.

2. Communication and Interpersonal

- Sound communication skills (written, verbal and interpersonal) including the ability to liaise with individuals in a variety of contexts and work as a team member.
- Proven ability to work as part of a team as well as autonomously.

3. Conceptual, Analytical and Problem Solving

- Demonstrated analytical, research and evaluation skills.
- Good level of initiative and problem solving skills.
- Ability to review documentation, distil key points and ideas and apply them to processes and procedures.

4. Organisation

- Ability to prioritise work and meet deadlines.

5. Computer Literacy

- Competent in the use of relevant computer applications (*such as word processing, spreadsheets, and databases*).

6. Personal Attributes

- Demonstrated commitment to safety.

7. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.
- Applicants must meet the special requirements shown below within an agreed period. Cancellation of this appointment will occur where an applicant does not meet special requirements within an agreed period of time after appointment.
 - Supervised Worker (SW) Track Access Permit

Certification

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

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date

