



Job Description

Position Title:	<i>Environmental Officer</i>	Classification:	<i>Specified Calling L2</i>
Position Number:	<i>01626693</i>	Location:	<i>R-Kalgoorlie</i>
Division/Group:	<i>Resource and Environmental Regulation</i>	Supervises:	<i>0</i>
Branch/Section:	<i>Environmental Compliance</i>	Reports to:	<i>Team Leader</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 limited supervision, provides specialist/technical advice to the department's Executive, minerals and energy sector, general public and industry organisations in relation to various legislative Acts. This role also undertakes assessments of detailed and/or complex mining proposals/petroleum proposals/native vegetation clearing applications.

Role Responsibilities

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

- Under limited supervision:
- Provides high level specialist/technical advice to the department's Executive, minerals and energy sector, general public and industry organisations applying to environmental legislation relating to the resources industry.
- Undertake assessments of complex mining proposals/ petroleum proposals/native vegetation clearing applications.
- Prepare reports, documents and correspondence related to assessments and decisions on applications received and make recommendations whether to grant/approve, or refuse/reject the application, or request further information relating to the application.
- Carry out the duties of an Inspector under mining/petroleum and environment legislation as required in the specific job role.
- Undertake inspections/audits of mining/petroleum operations to monitor for compliance with legislative requirements.
- Undertakes incident and compliance investigations.
- Assist in the mentoring and coaching of less experienced staff members as required.
- Prepare technical advice and assist in drafting guidance material for industry and other stakeholders.
- Participate in divisional training programs relevant to the position.
- Liaise with stakeholders and provide timely and quality advice on technical matters.
- Prepare responses to ministerial and parliamentary questions.
- Assist with internal audits of QMS business processes for the Division and prepare audit reports as required.
- Assist in operational projects as directed by the General Manager or Team Leader.

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 Science, Environmental Science or Natural Resource Management Degree or an approved equivalent degree.
- Demonstrated knowledge and experience in environmental management including the assessment of environmental aspects and risks associated with development activities.
- Experience in preparing reports on environmental assessments, investigations and/or analytical research.

Capabilities Required

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

- Understands and communicates the reasons for decisions to others.
- Prepares reports on analytical research and/or investigations.
- Commits to meeting objectives, identifies and implements appropriate risk strategies and follows up to finalise work.
- Adheres to the Code of Conduct, acts with integrity and behaves in an honest, professional and ethical way.
- Consults and shares information with team and seeks input from others, ensures others are kept informed.

What are the Job reporting relationships?

This position reports to: Team Leader

Supervisor Position No: MIS17158

Classification: SCL4

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

14-SEP-2018