



METROPOLITAN  
CEMETERIES BOARD



## JOB DESCRIPTION FORM

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Metropolitan Cemeteries Board  
KPO07 Technical Officer – Environment

### POSITION DETAILS

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Classification/Level	Level 4
Award/Agreement	Public Service and Government Officers CSA General Agreement 2017
Org Unit	Planning and Operations Division
Physical Location	Karrakatta

### REPORTING RELATIONSHIPS

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Number of positions Supervised: NIL

### SUPERVISOR

Position Number	KPO009
Position Title	Coordinator Planning and Projects
Classification/Level	GOSAC Level 6

### KEY WORK DESCRIPTION

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Under the general direction of the Coordinator Planning & Projects (CPP), this position provides specialist technical environmental support and advice to the CPP, MCB Planning Officers, Operations Coordinators and the Director Planning and Operations, applying environmental sustainability principles and perspectives in managing and developing cemetery land and infrastructure for the Board.

This position requires a customer focus approach undertaking research and analysis, audits and evaluations to monitor and promote environmental sustainability and ensure the Metropolitan Cemeteries Board (MCB) is compliant with its statutory requirements. This position also undertakes various projects associated with the efficient operations of the Planning and Operations Division.

### ORGANISATIONAL CONTEXT

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*This section provides a synopsis of the Organisation and its goals*

The Metropolitan Cemeteries Board (MCB) was created on 1 October 1988 to manage cemeteries in the Perth metropolitan area. The MCB is a fully self-supporting statutory authority within the Western Australian Public Sector. The MCB reports to the Minister for Local Government; Heritage; Culture and the Arts. Revenue is raised from the fees and charges for the services and products provided at the MCB's cemeteries. Revenue raised is allocated for the provision of current and future operations and the development of facilities.

The Board of the MCB consists of a Chairman, Deputy Chairman and five members, all appointed by the Governor in Council and responsible to the Minister for Local Government; Heritage; Culture and the Arts.

Through the Chief Executive Officer, the MCB manages six cemeteries and memorial garden sites around Perth: Karrakatta, Pinnaroo Valley Memorial Park, Fremantle, Midland, Guildford and Rockingham Regional Memorial Park. The MCB also participates in the management of East Rockingham Pioneer Cemetery.

## **WORK DESCRIPTION**

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*This section outlines the results and outcomes required of an individual in this position*

### **ORGANISATIONAL DUTIES**

- Participates as required in the development and implementation of the MCB's Operational Plans, corporate initiatives, and appropriate work team plans.
- Establishes and maintains effective working relationships with peers and colleagues to achieve team and Division operational objectives.
- Participates in the MCB's performance management system.
- Participates in ICT transformation and change management processes.
- Undertakes all duties consistent with EEO, safety and health legislative requirements.
- Performs all aspects of the role honestly and in accordance with the MCB's Code of Conduct and its values of Compassion, Respect, Understanding and Integrity.
- Participates on relevant internal and/or external committees and and/or working parties.
- Undertakes other duties as directed, according to organisational needs.

### **POSITION DUTIES**

#### **Environmental**

- Provides professional and technical support on environmental matters consistent with statutory regulations and creates and updates MCB policies in relevant areas.
- Liaises with numerous stakeholders and regulatory agencies with respect to environmental requirements impacting on the MCB.
- Responds to state and national environmental reporting requirements, and the National Pollutant Inventory.
- Reports on a regular basis on environmental and sustainability issues, particularly in regard to power and water use, and makes recommendations for efficiency gains.
- Undertakes regular monitoring and reviews of the MCB's compliance with its environmental obligations and schedules and provides relevant information to the MCB to ensure its decisions meet the reporting requirements.
- Prepares applications for environmental approvals and manages the process to final completion.
- Provides environmental and sustainability support for the planning and execution of major projects and in the evaluation of tenders and contracts.
- Manages the maintenance and servicing of equipment impacting on environmental and energy efficiencies.

## **Research, Analysis and Reporting**

- Undertakes research and analysis in ways for the MCB to improve its environmental sustainability, reduce power and water use, recycling and other areas of concern.
- Monitors and updates the sustainability action plan and maintains a regular process of review and updating of relevant MBC policies to maintain currency with changes in legislation and regulations.
- Monitors, evaluates and reports on air emissions and recycling programs and initiatives.
- Monitors and evaluates the use of power, scheme and bore water and gas usage and ensure contracts are being adhered to, organises new contracts after perform research to select the best option.

## **Special Projects**

- Monitors and updates details of CCTV cameras to police website and MCB Asset register.
- Monitors the Eyes on the Street program and ensure all vehicles have security alert stickers.
- Undertakes activities associated with vandalism and theft mitigation and rectification including the processing of relevant insurance claims.
- Oversees the security and reliability of the corporate key register.
- Provides administrative support for the efficient operation of the Planning and Operations Division in relation to purchasing and invoicing, records management and researching MCB records as required.

## **WORK RELATED REQUIREMENTS**

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### **Essential Criteria**

- Tertiary qualification in Environmental Sciences or equivalent.
- Sound understanding of environmental legislation and its application.
- Working knowledge of statutory environmental processes.
- Sound understanding of the concepts of sustainability and sustainable development.
- Demonstrated ability to analyse a situation and apply initiative and sound judgement to problem solving and change management processes.
- Well-developed conceptual, analytical, research and evaluation skills.
- Strong teamwork and interpersonal skills, including the ability to negotiate in a sensitive working environment.
- Sound written and verbal communication skills, including report writing.
- General understanding of infrastructure asset management practices.
- Commitment to honest and ethical work practices, behaviour and decision making.

### **Desirable Criteria**

- Sound computing skills with the ability to use electronic document records management (HP TRIM) and finance systems.
- Sound knowledge of Occupational Health and Safety, and Equal Employment Opportunity and how they relate to the workplace.

## **SPECIAL EQUIPMENT/REQUIREMENTS**

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- 'Australian Permanent Residency' status is a minimum requirement for permanent appointments to the WA Public Sector.
- A 100 point identification check will be conducted by the MCB prior to recommendation for appointment.
- Ability to work at heights.

- C Class Drivers licence required

## **CERTIFICATION**

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

Signature: \_\_\_\_\_

Manager/Supervisor

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Manager Human Resources

Date: \_\_\_\_\_