

# JOB ROLE STATEMENT

## SENIOR ENVIRONMENT OFFICER SPECIFIED CALLING - LEVEL 3

**DIRECTORATE** PLANNING AND TECHNICAL SERVICES  
**BRANCH** ENVIRONMENT **POSITION NO** P0062731 / P0070341 / P0070342

### KEY RESPONSIBILITIES

Provide specialist environmental and heritage advice to one or more regions, supporting the successful delivery of roadwork programs and network management. Provide specialist advice and direction to one or more regions on environmental issues and ensure compliance with corporate and statutory environmental requirements.

### KEY DELIVERIES

#### Environmental Management

- Manage environmental and heritage approval processes in accordance with State/Commonwealth law and corporate requirements.
- Manage the development and implementation of environmental assessment and management plans ensuring compliance with statutory and Main Roads corporate requirements.
- Provide specialist environmental advice and direction for the planning, design and construction of projects, and for asset management.
- Monitor and audit to ensure compliance with statutory and corporate requirements.
- Manage environmental performance reporting for network and corporate needs.

#### Project and Contract Management

- Prepare briefs and contracts, engage and manage consultants and contractors for the provision of technical services.
- Supervise development and implementation of regional revegetation programs and specific revegetation works.

#### Leadership and Management

- Engage externally at a senior level to demonstrate corporate and individual commitment, capability, and leadership.
- Develop and manage components of Branch and/or Regional business plans.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.
- Develop and deliver environmental training.

#### Stakeholder Relationships

- Build and enhance working relationships with internal and external stakeholders.
- Consult, liaise and negotiate with key stakeholders to achieve desired environmental outcomes.
- Represent Main Roads on external committees and working groups.

### SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW roles and Responsibilities Procedure" on 'iRoads' intranet.

### LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

### DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

### REPORTING RELATIONSHIPS

*This position reports to:*

(A) **TITLE AND LEVEL**  
PRINCIPAL ENVIRONMENT OFFICER

LEVEL 4  
SPECIFIED CALLING

**POSITION NO**  
P0062576

## SENIOR ENVIRONMENT OFFICER SPECIFIED CALLING - LEVEL 3

**POSITIONS UNDER DIRECT SUPERVISION**

**ALL POSITIONS UNDER CONTROL**

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	
<b>TOTAL</b>			

**SELECTION CRITERIA - SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**

- A Bachelor of Science Degree in a relevant discipline or a Degree in Environmental Management.
- Substantial skill, knowledge and experience in:
  - environmental assessment, approval and management
  - application of relevant State and Federal legislation
  - project and contract management
  - managing financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
  - managing employee behaviour, performance and development
  - negotiation and facilitation
  - building and enhancing stakeholder relationships
- Knowledge of:
  - Western Australia flora and vegetation
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

**CERTIFICATION**

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE *Matie Scott* DATE 9/10/19  
BRANCH/SECTION HEAD

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

SIGNATURE *Joseph Wang* DATE 10/9/19  
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE *A. H. Wilby* DATE 9/10/19  
MANAGER HR BUSINESS