

JOB ROLE STATEMENT
ENVIRONMENT OFFICER
(OPERATIONS)
SPECIFIED CALLING - LEVEL 2

DIRECTORATE PLANNING AND TECHNICAL SERVICES
BRANCH ENVIRONMENT **POSITION NO** VARIOUS

KEY RESPONSIBILITIES

Manage environmental and heritage services to one or more regions, supporting successful delivery of roadworks programs and network management.

KEY DELIVERIES

Environmental Management

- Manage environmental impact assessment for road planning, road projects and other related activities.
- Manage environmental approvals processes in accordance with State/Commonwealth law and corporate requirements.
- Contribute to the development and management of regional environmental systems, processes and standards.
- Contribute to the review and improvement of corporate environmental systems, processes and standards.
- Provide advice to staff on environmental aspects of regional business.
- Monitor and audit for compliance with legal and corporate requirements.
- Develop and implement plans for managing environmental aspects of the regional road network and road projects.
- Provide environmental performance reporting for regional and corporate needs.

Project and Contract Management

- Prepare briefs and contracts for the provision of technical services.
- Engage and manage consultants and contractors for the provision of technical services.
- Undertake the role of Project Manager for relevant allocated projects.

Leadership and Management

- Participate in external matters to demonstrate corporate and individual commitment, capability and leadership.
- Manage employee behaviour, performance and development, where required.
- Contribute to the development and mentoring of graduates.
- Provide environmental training to staff and stakeholders.

Stakeholder Relationships

- Build and enhance working relationships with key staff and external stakeholders.
- Consult, liaise and negotiate with key stakeholders to achieve desired environmental outcomes.
- Provide customer focused advice on environmental matters to external stakeholders.

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 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 (OPERATIONS)	LEVEL 4 SPECIFIED CALLING	POSITION NO P0062358
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ENVIRONMENT OFFICER (OPERATIONS) SPECIFIED CALLING - LEVEL 2

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	
TOTAL			

SELECTION CRITERIA – TO BE ADDRESSED IN THE CONTEXT OF THE ROLE

- A Bachelor of Science Degree in a relevant discipline or a Degree in Environmental Management.
- Considerable skill, knowledge and experience in:
 - environmental assessment, approval and management
 - application of relevant State and Federal legislation
 - project and contract management
 - negotiation and facilitation
 - building and enhancing stakeholder relationships
 - written communication, report writing
- Knowledge of:
 - 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 Martin Sell 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 Meryn DATE 10/9/19
EXECUTIVE DIRECTOR

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

SIGNATURE M. R. Willey DATE 10/9/19
MANAGER HR BUSINESS