



Job Description Form

Our Purpose

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

Position Title

Graduate Environment

Level

2/4

Position Number

34570, 36118

Division/Directorate

People & Organisational Development

Branch/Section

Various

Effective Date

March 2021

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Manager or Supervisor, relevant Division of current rotation

Subordinates: No Direct Reports

Key role of this position

To undertake an extensive development role and provide professional support to the environmental management team in the discharge of the Public Transport Authority's (PTA) environmental responsibilities.

Core duties and responsibilities

Maintenance and Asset Management

- Liaises with 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.

Financial and Projects

- As assigned, manages projects of medium complexity, including related superintendence of work teams and contract work.
- Assists with monitoring and reporting on budgeting and expenditure for capital works programs and operating budgets.
- Assists with preparation, review & approval of tender submissions.

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

- A Bachelor Degree in Environmental Science or Environmental Engineering or equivalent.

2. Communication and Interpersonal

- Sound communication skills (written, verbal and interpersonal).
- Proven ability to work as part of team as well as autonomously

3. Conceptual, Analytical and Problem Solving

- Proven analytical, research and evaluation skills.
- Demonstrated sound level of initiative and problem solving skills.
- Knowledge of project management methodology.

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, databases and project management).

6. Personal Attributes

- Demonstrated commitment to safety.
- Willingness to participate in ongoing development and training.

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.
- Possession of a current Western Australian 'C' or 'C-A' Class Driver's Licence or equivalent. This requirement continues for the duration of employment in this position and from time to time production of the licence on request may be required.
- Ability to work outside normal working hours, including on-site night works and weekend works.
- Applicants must successfully obtain a track access permit within 3 months of commencement.
 - 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