**Our Purpose**

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

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| --- | --- | --- |
| **Position Title**  Environment Advisor | **Level**  5 | **Position Number**  35574 |
| **Division/Directorate**  Infrastructure Planning and Land Services | **Branch/Section**  Environmental Services | |
| **Effective Date**  October 2021 | **Health Task Risk Assessment Category**  3 | |

**Reporting relationships**

Superordinate: Principal Environment Advisor, Level 7

Subordinates: No Direct Reports

**Key role of this position**

To provide professional environmental advice and support to the Environmental Manager and Principal Environment Advisor in the discharge of the Public Transport Authority’s (PTA) environmental responsibilities during the delivery of major transport infrastructure projects.

**Core duties and responsibilities**

**Technical Advice and Support**

* Provides professional and technical advice and support on environmental matters consistent with environmental legislation, the PTA’s environmental obligations and its Environmental Management System during the delivery of major transport infrastructure projects.
* Undertakes regular reviews of the PTA‘s compliance with its environmental obligations, including conducting site inspections and audits.
* Liaises with PTA Project Managers, construction contractors, local government authorities, government agencies, consultants and local community / special interest groups to facilitate environmental outcomes.
* Assists in responding to complaints of an environmental nature, such as noise or dust.
* Assists to investigate environmental incidents, progress improvement initiatives and implement corrective actions.
* Assists to identify environmental risks and develop controls for their mitigation.
* Contributes to the development of environmental systems, processes and standards.

**Project and Contract Management**

* Prepares scopes of work for the engagement of environmental and Aboriginal heritage consultants in accordance with the PTA’s procurement guidelines.
* Supports the management of consultant work scopes and contracts to achieve desired outcomes.
* Coordinates the preparation of internal and external environmental reporting as required.

**Other**

* Represents the Environmental Services Branch at workshops and meetings as required.
* Establishes and maintains effective working relationships with internal and external stakeholders.
* Undertakes other duties as required.

**SELECTION CRITERIA**

1. **Core Competencies**

* Relevant environmental expertise, including:
* Tertiary qualification in Environmental Science, Environmental Management or related disciplines.
* Knowledge and understanding of environmental legislation and its application to the delivery of major transport infrastructure projects.
* Demonstrated experience in engaging and managing environmental and Aboriginal heritage consultants.
* Relevant, practical experience in environmental management as it relates to the delivery of major transport infrastructure projects.
* Knowledge and experience with a broad range of environmental issues such as contaminated sites, groundwater management, revegetation, Aboriginal heritage, asbestos and noise and vibration.

1. **Communication and Interpersonal**

* Well-developed interpersonal and communication skills (verbal and written), including:
  + Negotiation, facilitation and relationship building skills with internal and external stakeholders.
  + A demonstrated ability to work effectively in a team environment.

1. **Conceptual, Analytical and Problem Solving**

* Well-developed conceptual, analytical, research and evaluation skills, including the ability to analyse information and data and provide reports relating to the findings.

1. **Organisation**

* Well-developed organisational skills, with a proven ability to work autonomously.

1. **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 form the date of application for the position.
* Possession of a current Western Australian ‘C’ or ‘C-A’ Class Driver’s Licence or the equivalent. This requirement continues for the duration of employment in this position and from time to time, production of the licence on request by the PTA may be required.
* Applicants must meet the special requirements shown below within an agreed period of time. Cancellation of the appointment will occur where an applicant does not meet the special requirement within an agreed period of time after appointment.
* 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**