**Our Purpose**

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

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| **Position Title**  Environmental Officer | **Level**  4 | **Position Number**  34890 |
| **Division/Directorate**  Infrastructure Planning and Land Services | **Branch/Section**  Environmental Services | |
| **Effective Date**  September 2021 | **Health Task Risk Assessment Category**  3 | |

**Reporting relationships**

Superordinate: Principal Environment Planner, Level

Subordinates: No Direct Reports

**Key role of this position**

Provides professional environmental support to the Environmental Manager in the discharge of the Public Transport Authority’s environmental responsibilities.

**Core duties and responsibilities**

**Technical Advice and Support**

* Provides professional and technical support on environmental matters consistent with statutory regulation, the Public Transport Authority’s (PTA) environmental obligations and its Environmental Management System.
* Assists with the preparation of applications for environmental approvals.
* Assists with reviews of the PTA’s compliance with its environmental obligations and schedules, including site inspections where necessary.
* Liaises with PTA managers, contractors, local government authorities, government agencies, consultants to achieve desirable environmental outcomes.
* Coordinates the approval of noise management plans by local government authorities for maintenance and construction work conducted outside of normal working hours.
* Assists in liaising with local community groups and responding to complaints of an environmental nature, such as noise or dust.

**Project and Contract Management**

* Assists with the preparation of scopes of work for the engagement of environmental consultants in accordance with the PTA’s procurement guidelines.
* Coordinates the preparation of internal and external environmental reporting as required.
* Provides environmental support for the planning and execution of major projects.

**SELECTION CRITERIA**

1. **Core Competencies**

* Possession of a degree qualification in environmental science, environmental management or related discipline.
* Knowledge and understanding of environmental legislation and its application.
* Relevant experience in engaging and managing environmental consultants.
* Relevant knowledge and experience with a broad range of environmental issues such as contaminated sites, revegetation, sustainability, Aboriginal heritage, asbestos, noise and vibration.

1. **Communication and Interpersonal**

* Sound written, verbal and interpersonal skills and ability to develop a rapport with internal and external stakeholders.

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

* Sound conceptual and analytical skills, including the ability to analyse information and data and provide reports relating to the findings.

1. **Organisation**

* Sound ability to plan day to day activities and carry out work autonomously.

1. **Computer Literacy**

* Well developed ability in using computers and a range of application software packages, particularly GIS, spreadsheets and word processing.

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 from 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 requirements shown below within an agreed period of time following appointment. Cancellation of the appointment will occur where the applicant does not meet the requirements within the agreed period of time.
  + 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**