



Job Description Form

Our Purpose

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

Position Title

Environment Advisor

Level

4

Position Number

36160

Division/Directorate

Infrastructure Planning and Land Services

Branch/Section

Environmental Services

Effective Date

May 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 support to the Environmental Manager and Principal Environment Advisor in the discharge of the Public Transport Authority's environmental responsibilities during the planning and execution of major projects.

Core duties and responsibilities

Technical Advice and Support

- Provides professional and technical support on environmental matters consistent with environmental legislation, the Public Transport Authority's (PTA) environmental obligations and its Environmental Management System during the planning and execution of major projects.
- Assists with the preparation of applications for environmental approvals and to manage the process to completion.
- Assists to review 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 and consultants to achieve desirable environmental outcomes.
- Assists in liaising with local community groups and 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.

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.
- Assists to manage consultant work scopes and contracts to achieve desired outcomes.
- Coordinates the preparation of internal and external environmental reporting as required.

SELECTION CRITERIA

1. Core Competencies

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

2. Communication and Interpersonal

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

3. Conceptual, Analytical and Problem Solving

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

4. Organisation

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

5. 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