



Job Description Form

Our Purpose

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

Position Title

Environmental Officer

Level

5

Position Number

35800

Division/Directorate

Infrastructure Planning and Land Services

Branch/Section

Environmental Services

Effective Date

May 2022

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Principal Environment Planner, Level 7

Subordinates: No Direct Reports

Key role of this position

To provide professional environmental planning and approvals support to the Environmental Manager and Principal Environment Planner to enable infrastructure planning to proceed and the Public Transport Authority (PTA) to obtain environmental and Aboriginal heritage approvals.

Core duties and responsibilities

Technical Advice and Support

- Provides professional and technical advice and support on environmental matters consistent with statutory regulations and policy, the PTA's environmental obligations and its Environmental Management System during the planning of transport infrastructure projects.
- Prepares applications for environmental and Aboriginal heritage approvals and manages the process to final completion.
- Liaises with PTA Project Managers, design consultants, local government authorities, government agencies, environmental and Aboriginal heritage consultants and community / special interest groups to facilitate environmental and social outcomes.
- Supports the management of environmental impact assessments during the planning phase of transport infrastructure projects.
- Prepares desktop environmental assessment reports for new transport infrastructure projects.
- Coordinates Aboriginal heritage surveys during the planning phase of transport infrastructure projects.
- 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 policy and its application to environmental and Aboriginal heritage approvals.
 - Demonstrated experience in engaging and managing environmental and Aboriginal heritage consultants.
 - Relevant, practical experience in environmental impact assessment and preparing environmental and Aboriginal heritage approvals.
 - Knowledge and experience with a broad range of environmental issues such as flora and fauna, contaminated sites, groundwater management, revegetation, Aboriginal heritage, asbestos and noise and vibration.

2. 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.

3. 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.

4. Organisation

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

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

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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