



## Job Description Form

### Our Purpose

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

**Position Title**

Principal Environment Planner

**Level**

7

**Position Number**

35761  
(Nominated)

**Division/Directorate**

Infrastructure Planning and Land Services

**Branch/Section**

Environmental Services

**Effective Date**

June 2022

**Health Task Risk Assessment Category**

3

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### Reporting relationships

Superordinate: Environmental Manager, Level 8

Subordinates: Senior Environmental Planner, Level 6  
Environmental Officer, Level 5 (x2)

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### Key role of this position

To lead a team of environmental professionals responsible for providing strategic environmental planning and approvals advice to the Public Transport Authority's (PTA) business units which enables infrastructure planning to proceed and the PTA to obtain environmental and Aboriginal heritage approvals.

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### Core duties and responsibilities

#### Environmental Planning and Approvals

- Provides strategic advice consistent with statutory legislation and policy, the PTA's environmental obligations and its Environmental Management System during the planning of public transport projects.
- Coordinates environmental and Aboriginal heritage investigations and baseline studies to identify potential impacts of public transport projects.
- Provides specialist environmental and Aboriginal heritage advice during the development of concepts and proposals for public transport projects.
- Proactively investigates and reports on issues, risks and opportunities in consultation with stakeholders.
- Prepares environmental and Aboriginal heritage approval strategies for public transport projects.
- Develops and maintains effective working relationships with a range of internal and external stakeholders.
- Coordinates and obtains State and Commonwealth environmental and Aboriginal heritage approvals and negotiates with regulators.
- Coordinates the identification and provision of environmental offsets for public transport projects.
- Encourages and facilitates collaboration to identify and deliver initiatives to continuously improve the Division's environmental planning and approvals function.
- Maintains up-to-date knowledge of environmental and Aboriginal heritage legislation, regulations, standards, codes, corporate policies and procedures.

## Leadership and Management

- Responsible for the effective management and leadership of the PTA's Environmental Planning and Approvals team.
- Fosters positive team values and a cooperative team spirit.
- Develops strategies and provides guidance to team members to facilitate delivery of the team's priorities and activities.
- Manages expenditure through processes that address priority, timeliness of delivery and value for money for the expenditure outlaid.
- Prepares briefs for services to be provided by external consultants and contractors, engages those external parties, and provides them with direction, leadership and guidance to ensure successful outcomes and best value for expenditure.

## Other

- Represent the Division at workshops, meetings and inter-governmental forums as required.
- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training as required.

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## SELECTION CRITERIA

### 1. Core Competencies

- Possession of a relevant tertiary qualification in environmental science, environmental management or a related discipline.
- Proven knowledge and extensive experience in scientific, technical and environmental issues, in the interpretation and application of environmental regulations and legislation as they affect project planning and delivery.
- Relevant, practical experience in environmental impact assessment and obtaining environmental and Aboriginal heritage approvals.

### 2. Leadership and Management

- Highly developed leadership skills with a demonstrated ability to coach, mentor and develop staff, and foster strong working relationships within a team.
- Proven ability in the engagement and management of consultancy and contract services.
- Proven performance in the preparation and management of budgets.

### 3. Communication and Interpersonal

- Highly developed interpersonal and communication (verbal and written) skills, including a demonstrated ability to:
  - Build and maintain effective relationships with a range of stakeholders (internal and external) and regulatory authorities, offering specialist advice as and when required.
  - Negotiate, consult, facilitate and resolve complex issues.
  - Present complex information effectively and prepare a range of written documentation (including reports, briefing papers, policy documentation and written correspondence).

### 4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual, analytical, problem solving and decision making ability, including a demonstrated ability to research and analyse issues/trends and identify sound business solutions to complex problems.

### 5. Organisation

- Proven performance in the prioritisation and management of tasks and projects.
- Proven ability to set, manage and deliver to agreed timeframes.

**6. 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.
- 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.

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**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**

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**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.

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**Signature**

.....  
**Date**