



## Job Description Form

### Our Purpose

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

### Position Title

Environment Advisor

### Level

5

### Position Number

34611, 35544, 35937, 36039, 36040,

### Division/Directorate

Office of Major Transport Infrastructure Delivery (OMTID)

### Branch/Section

### Effective Date

June 2022

### Health Task Risk Assessment Category

3

### Reporting relationships

Superordinate: Principal Project Director, Class 1

Subordinates: No Direct Reports

### Key role of this position

Provides professional environmental support to OMTID in the discharge of environment responsibilities for the Public Transport Authority (PTA).

### Core duties and responsibilities

#### Technical Advice and Support

- Provides professional and technical support on environmental matters consistent with statutory regulations, the PTA's environmental obligations and its Environmental Management System, including the preparation of work briefs and scopes for the engagement of environmental consultants in accordance with the PTA's procurement guidelines.
- Prepares applications for environmental approvals and manages the processes to final completion.
- Undertakes regular reviews of the PTA's compliance with its environmental obligations and schedules.
- Liaises with PTA managers, contractors, local government authorities, government agencies, consultants and local community groups to facilitate environmental outcomes.
- Provides environmental support for the planning and execution of major projects.
- Establishes and maintains effective working relationships with both internal and external clients and stakeholders.
- Provides infrastructure sustainability support on major projects including communication with key stakeholders and performance reporting.
- Assists in liaising with local community groups and responds to complaints of an environmental nature, such as noise or dust.
- Provides environmental compliance support including liaison with contractors and performing site inspections.

## **Project and Contract Management**

- Prepares 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.
- Contributes to the development and implementation of Divisional policies, strategies and standards as they relate to project management and contracting.

## **Other**

- 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**

- Relevant environmental expertise, including:
  - Tertiary qualification in Environmental Science, Environmental Management or related disciplines.
  - Sound understanding of environmental legislation and its application.
  - Relevant, practical experience in environmental management.
  - Knowledge and experience with a broad range of environmental issues such as flora and vegetation, fauna, offsets, revegetation, contamination, groundwater management, Aboriginal heritage, and noise and vibration.

### **2. Communication and Interpersonal**

- Well developed interpersonal and communication skills (verbal and written), including:
  - Good negotiation, facilitation and relationship building skills.
  - 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 demonstrated ability to work with minimal supervision.

### **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 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

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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**

.....  
**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**