



Job Description Form

Our Purpose

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

Position Title

Environmental Officer

Level

4

Position Number

34890

(Nominated)

Division/Directorate

Infrastructure Planning and Land Services

Branch/Section

Environmental Services

Effective Date

October 2022

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Principal Environment Planner, Level 7

Subordinates: No Direct Reports

Key role of this position

Provide environmental management support and advice to enable the Public Transport Authority's (PTA) operational business units to comply with environmental and Aboriginal heritage obligations and commitments.

Core duties and responsibilities

Environmental Management

- Provides support and advice to PTA's operational business units consistent with legislation, the PTA's environmental obligations and its Environmental Management System.
- Support the development of corporate environmental management systems, processes, procedures and standards.
- Assists during the review and improvement of corporate environmental management systems, processes, procedures and standards.
- Assists with the preparation of environmental performance reporting.
- Provide assistance to implement plans for managing environmental aspects of the PTA's operations.
- Supports monitoring and auditing activities to assess compliance with legal and corporate requirements including conducting site inspections.
- Coordinates the approval of noise management plans by local government authorities for maintenance and construction work conducted outside of normal working hours.
- Updates and maintains environmental registers.
- Support the investigation of environmental incidents and identification of improvement initiatives and corrective actions.
- Maintain current knowledge of environmental legislation, regulations and standards.

Project and Contract Management

- Assists with the preparation of briefs and contracts for the provision of technical services.
- Manage consultants and contractors for the provision of technical services.
- Provide consultants and contractors with direction and guidance to meet agreed outcomes and best value for expenditure.
- Assists in procurement planning and the preparation of budgets.
- Manages expenditure allocated to contracts.

Stakeholder Relationships

- Establish and maintain effective working relationships with stakeholders, team members, other teams, colleagues and clients.
- Liaise with stakeholders to seek environmental and social outcomes.
- Provide customer focused advice on environmental matters to stakeholders.
- Assists in liaising with local community groups and responding to enquiries of an environmental nature.

Other

- Represents the Branch at workshops and meetings as required.
- Carries out other tasks and functions that are within the limits of the employee's skills, competence and training 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.
 - Experience in engaging and managing environmental consultants.
 - Knowledge and experience with environmental issues such as flora and fauna, contaminated sites, groundwater management, revegetation, Aboriginal heritage, asbestos and noise and vibration.

2. Communication and Interpersonal

- Sound interpersonal and communication skills (verbal and written), including:
 - An ability to develop a rapport and build working relationships with internal and external stakeholders.
 - The ability to work effectively in a team environment.

3. Conceptual, Analytical and Problem Solving

- Sound conceptual analytical and problem solving ability.
- The ability to analyse information and data and provide reports relating to the findings.

4. 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

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