



Job Description Form

Our Purpose

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

Position Title
Environmental Officer

Level
5

Position Number
35656
(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 planning and approvals support and advice which enables infrastructure planning to proceed and the Public Transport Authority (PTA) to obtain environmental and Aboriginal heritage approvals.

Core duties and responsibilities

Environmental Planning and Approvals

- Provides support and advice consistent with legislation, the PTA's environmental obligations and its Environmental Management System during planning of public transport projects.
- Undertakes environmental and Aboriginal heritage investigations and baseline studies to identify potential impacts of public transport projects.
- Provides environmental and Aboriginal heritage support and advice during the development of concepts and proposals for public transport projects.
- Supports the preparation of environmental and Aboriginal heritage approval strategies for public transport projects.
- Prepares State and Commonwealth environmental and Aboriginal heritage approval applications.
- Supports the identification and implementation of environmental offsets for public transport projects.
- 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.
- Supports initiatives which continuously improve the Division's environmental planning and approvals function.
- Maintains current knowledge of environmental and Aboriginal heritage legislation, regulations, guidelines, policies and standards.

Project and Contract Management

- Prepare briefs and contracts for the provision of technical services.
- Engage and 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.
- Undertake the role of Project Manager for allocated projects.
- Assists in procurement planning and the preparation of budgets.
- Manages expenditure allocated to projects.

Stakeholder Relationships

- Establish and maintain effective working relationships with stakeholders, team members, other teams, colleagues and clients.
- Consult, liaise and negotiate with stakeholders to achieve desired environmental and social outcomes.
- Provide customer focused advice on environmental matters to stakeholders.

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 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 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

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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