



## Job Description Form

### Our Purpose

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

**Position Title**

Senior Environment Advisor

**Level**

6

**Position Number**

35543

**Division/Directorate**

Office of Major Transport Infrastructure Delivery  
(OMTID)

**Branch/Section****Effective Date**

January 2022

**Health Task Risk Assessment Category**

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### Reporting relationships

Superordinate: Environment Manager, Level 7

Subordinates: No Direct Reports

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### Key role of this position

Provides professional environmental support and advice to Project Directors, Project Managers and OMTID's Environment Managers during planning, design, construction and operation of major transport systems and infrastructure projects.

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### Core duties and responsibilities

**Technical**

- Provides professional and technical advice on environmental matters consistent with statutory regulations, the Public Transport Authority's (PTA) environmental obligations and its Environmental Management System.
- Provides support and environmental advice to Project Directors, Project Managers and OMTID's Environment Managers relating to the establishment of new projects and completion of existing projects.
- Prepares applications for state and federal environmental approvals and assists in the management of the process to final completion.
- Undertakes regular reviews of the PTA's compliance with its environmental obligations and schedules.
- Liaises with PTA Project Directors, Project Managers and OMTID's Environment 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.
- Liaises with the PTA Project Directors, Project Managers and OMTID's Environment Managers in establishing the timely environmental compliance requirements for individual projects.

## Leadership and Management

- Establishes and maintains effective working relationships with both internal and external clients and stakeholders.
- Fosters positive team values and a cooperative team spirit.
- Provides leadership and technical advice in mentoring and coaching junior staff.

## Contract Management

- Preparation of work briefs and scopes for the engagement of environmental consultants in accordance with the PTA's procurement guidelines.
- Prepares contract documents, calls and evaluates tenders and recommends acceptance.
- Manages contracts and contractors to ensure that projects are completed to approved scope, budget, time and quality.

## Budget Management

- Assists in the preparation of budgets and prioritises expenditure through consultation with Project Directors, Project Managers and OMTID Environment Managers for specific environmental related tasks.
- Manages expenditure allocated to projects through a process that addresses priority, timeliness of delivery and value for money for the expenditure outlaid.

## 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 (to Bachelor degree level) in Environmental Science, Environmental Management or related disciplines and/or extensive relevant experience.
  - Sound understanding of environmental legislation and its application.
  - Relevant practical experience in managing environmental consultants.
  - Knowledge and experience with a broad range of environmental issues such as contaminated sites, revegetation, dewatering, Aboriginal heritage and noise and vibration and how these affect planning, design, construction and operation of major transport systems or infrastructure projects.

### 2. Leadership and Management

- Leadership and management ability, including the capacity to:
  - Lead, mentor and coach others.
  - Effectively manage resources

### 3. Communication and Interpersonal

- Well-developed interpersonal and communication (written and verbal) skills, including an ability to:
  - Work effectively in a team environment.
  - Build and maintain effective working relationships.
  - Negotiate required outcomes and/or resolve conflicts.
  - Communicate and work with community and special interest groups.
- Excellent report writing skills.

### 4. Conceptual, Analytical and Problem Solving

- Excellent conceptual and analytical skills, including the ability to develop innovative solutions to problems.

### 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 License or equivalent. This requirement continues for the duration of employment in this position and from time to time production of the license on request by the PTA may be required.

- Applicants must meet the special requirements shown below within an agreed period. Cancellation of the appointment will occur where an applicant does not meet the special requirements within an agreed period of time after appointment.
  - PTA Individual Access (IA) 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**