



Job Description Form

Our Purpose

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

Position Title Environment Manager	Level 7	Position Number 33354, 35542
Division/Directorate Office of Major Transport Infrastructure Division (OMTID)	Branch/Section	
Effective Date November 2022	Health Task Risk Assessment Category 3	

Reporting relationships

Superordinate: HSEQ Manager Office of Major Transport Delivery, Level 8

Subordinates: Senior Environment Advisor, Level 6 (x3)
Environmental Advisor, Level 5 (x5)

Key role of this position

Manages the environment functions for the Office of Major Transport Infrastructure Division (OMTID) on major projects which includes coordinating the Division's environmental compliance of projects. This includes development and implementation of the Environmental Management System (EMS), compliance with statutory requirements including environmental approvals and associated conditions; as well as working with the Public Transport Authority's (PTA) Corporate Division with ongoing policy development. The role is also responsible for interfacing with PTA's project management teams and delivery Contactor partners to ensure environmental requirements are understood and are integrated into project delivery.

Core duties and responsibilities

Management

- Manages the environmental functions of OMTID major projects.
- Manages compliance with the environmental management system and regulatory requirements.
- Manages environmental personnel assigned to projects under this positions area of responsibility.
- Liaises with the Project Directors and Project Managers in establishing the timely environmental compliance requirements for individual projects and integrating requirements into contract documentation and work practices.
- Provides environmental advice to Project Directors and Project Managers relating to the establishment of new projects and completion of existing projects.
- Liaises and builds relationships with key stakeholders such as the Community, Government Organisation, Non-Government Organisations (NGOs) and with Divisions within the PTA.

Review and Best Practice

- Represents OMTID on directorate initiated strategic reviews and evaluations of environmental policies.
- Liaises with other jurisdictions (State and Commonwealth) on issues and initiatives to improve effectiveness and cooperation.
- Monitors, reviews and communicates changes to environmental legislation or industry practices.

Other

- 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

- Possession of a relevant tertiary qualification and substantial experience in environmental management, especially those issues that affect planning, design, construction and operations of major transport systems or infrastructure projects.
- Relevant knowledge and experience of scientific, technical and environmental issues, environmental legislation, regulations and controls as they affect infrastructure projects.

2. Communication and Interpersonal

- Ability to work well as part of a team but also has the ability to specify and control work undertaken by others, including consultants.
- Ability to identify and communicate environmental risks to senior management.
- Ability to mentor and manage a team.
- Excellent report writing skills.
- Demonstrated ability to communicate and work with community and special interest groups.

3. Conceptual, Analytical and Problem Solving

- Well developed conceptual, analytical and problem solving skills, including the ability to analyse information in order to develop appropriate solutions to minimise risk.
- Ability to identify key stakeholders and facilitate resolution of complex environmental issues.

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.
- 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.
 - 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

