



Job Description Form

Our Purpose

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

Position Title

Principal Environment Officer

Level

7

Position Number

36579
(Nominated)

Division/Directorate

Infrastructure Planning and Land Services

Branch/Section

Environmental Services

Effective Date

May 2023

Health Task Risk Assessment Category

3

Reporting relationships

Superordinate: Environmental Manager, Level 8

Subordinates: Senior Environment Officer, Level 6
Contaminated Sites Project Manager, Level 5 (x2)
Environmental Officer, Level 5
Environmental Officer, Level 4
Environmental Officer, Level 3

Key role of this position

To lead a team of environmental professionals responsible for providing specialist environmental management advice and services to the Public Transport Authority's (PTA) operational business units and to coordinate activities to continuously improve PTA's environmental performance.

Core duties and responsibilities

Environmental Management

- Leads the development, review and improvement of corporate environmental management systems, processes, procedures and standards.
- Develops and implements plans to ensure compliance with environmental legislation, the PTA's environmental obligations and its Environmental Management System.
- Leads the management of the PTA's contaminated sites and asbestos inspection and remediation program.
- Maintains current knowledge of environmental and Aboriginal heritage legislation, regulations and standards.
- Leads the identification of environmental risks and develops controls for their mitigation.
- Proactively investigates and reports on issues, risk and opportunities in consultation with stakeholders.
- Encourages and facilitates collaboration to identify and deliver initiatives to continuously improve PTA's environmental performance.
- Leads the provision of environmental performance reporting for corporate needs.
- Coordinates the preparation of applications for environmental and Aboriginal heritage approvals in relation to PTA's operations and ensures that the process is managed effectively to achieve the desired outcome.

Leadership and Management

- Responsible for the effective management and leadership of the Environmental Services Branch's Operational Support Team.
- Responsible for the implementation of components of Branch and/or Divisional business plans.
- Fosters positive team values and a cooperative team spirit.
- Develops strategies and provides guidance to team members to facilitate delivery of the team's priorities and to support the development of colleagues.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.

Project and Contract Management

- Plans the procurement activities required to support the team's activities.
- Coordinates the preparation of scopes of work for the engagement of environmental consultants in accordance with the PTA's procurement guidelines.
- Provides consultants and contractors with direction and guidance to meet agreed outcomes and best value for expenditure.
- Manages budgets and prepares reports on planned expenditure.

Stakeholder Relationships

- Establish, maintain and enhance 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.
- Liaises with stakeholders on issues and initiatives to improve effectiveness, cooperation and environmental performance.
- Represent PTA on external committees and working groups.

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 tertiary qualification (to Bachelor degree level) in Environmental Science, Environmental Management or related disciplines.
- Proven knowledge and extensive experience in environmental management, especially those issues that affect planning, design, construction, operation and maintenance of public transport infrastructure.
- Proven knowledge and extensive experience of environmental and Aboriginal heritage legislation and regulations and their application to the operation and maintenance of public transport infrastructure.

2. Leadership and Management

- Highly developed leadership skills with a proven ability to coach, mentor and develop staff, and foster strong working relationships within the team.
- Extensive experience in engaging and managing environmental consultants.
- Proven performance in the preparation and management of budgets.
- Proven experience specifying and managing work undertaken by others.
- Proven ability to evaluate performance, identify the need for change and initiate change.

3. Communication and Interpersonal

- Highly developed interpersonal and communication (verbal and written) skills, including a demonstrated ability to:
 - Establish, maintain and enhance effective relationships with stakeholders, team members, other teams, colleagues and clients .
 - Negotiate, consult and facilitate to resolve complex issues and achieve desired environmental and social outcomes.
 - Present complex information effectively and prepare a range of written documentation including reports, briefing papers, policy documentation and procedures.
 - Provide customer focused advice on environmental matters to stakeholders and to work with community and special interest groups.

4. Conceptual, Analytical and Problem Solving

- Highly developed conceptual, analytical, problem solving and decision making ability
- A demonstrated ability to research and analyse issues/trends and identify robust business solutions to complex 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.
- 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

