



Job Description Form

Position Details

Position Title: Environment Officer (Waste and Emissions)	Position Number: 3120510	Level: Level 4
Division: Rottnest Island Authority	Branch: Environment, Heritage and Park Services	Section: Environmental Services
Employment Agreement: PSCA 2022	Location: Rottnest Island (commuting) / Fremantle	Effective Date: November 2024

Our Values

Our values drive the way we make decisions, interact with each other, and work together to achieve results.

 Integrity <i>Commitment to knowing and doing what is right</i>	 Collaboration <i>Commitment to team, partnership and the support of others</i>	 Accountability <i>Commitment to being transparent, taking ownership and personal responsibility</i>	 Respect <i>Commitment to the respect of people, culture and place</i>	 Excellence <i>Commitment to quality, innovation and continuous improvement</i>
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Reporting Relationships

Position Title Manager Approvals and Compliance	Level/Grade Level 7	↔	Position title Environmental Approvals and Compliance Coordinator Geographic Information System Database Administrator	Level Level 5 Level 5
↑				
Responsible to				
This position				
↑				

Officers under *direct* responsibility

Position Title	Level/Grade	Approx. no. FTEs supervised
n/a		

About the Role

The Environment Officer (Waste and Emissions) provides oversight of the waste services and emissions reporting and is involved in the environmental approvals for the operation and maintenance aspects of the Island.

The Environment Officer (Waste and Emissions) is responsible for:

- Coordination of the Emissions Reporting Plan and yearly reporting.
- Waste Contractor Management and oversight of waste streams on the island.
- Coordination of Sustainability programs.
- Provision of advice, assessment and support for island projects and development.

The role sits within the environmental approvals and compliance team and may include some fieldwork. Environment officers will be required from time to time to assist in other environmental works including wildlife management.

Individuals undertake their duties and responsibilities in accordance with the department's [Code of Conduct](#), policies and procedures, and relevant Government legislation.

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Responsibilities (indicate proportion of time on each function or duty as a % where applicable (note, responsibilities can be in dot point or numbered):

Administration (40%)

1. Development and implementation of the Emissions Reduction Plan and reporting framework for the RIA.
2. Assist in the development and implementation of the Environmental Services Business Plan and sustainability strategies, incentives and programs.
3. Involvement in the preparation of contracts relating to waste management.
4. Assist in the development of annual operational budgets and monitor expenditure against budgets across the year.

Operations (55%)

5. Oversight of waste management, including contractor management, waste streams, regulatory licence requirements and reporting.
6. Undertake audit inspections and monitoring of environmental and waste operations, and provision of regular reports to the Manager.
7. Working collaboratively with stakeholders as part of sustainability, environmental programs and projects.
8. Provide environmental advice for development assessments on the Island.

Other (5%)

9. Undertakes other duties as directed.

Selection Criteria

Applicants should address the following essential criteria. These should be addressed in no more than three (3) pages in total. Desirable criteria will be assessed as required.

1. Understanding of and experience in the planning, delivery and evaluation of environment emissions reporting and sustainability programs.
2. Demonstrated experience in waste management services, including operations and contractor management.
3. Experience in undertaking audits, inspections and monitoring.
4. Strong written and verbal communication and interpersonal skills including good influencing skills and ability to liaise effectively with diverse stakeholders.
5. Ability to work independently with minimal supervision as well as collaboratively in multi-disciplinary teams including supervising and supporting team members to achieve results.
6. Applies and promotes the principles of equity, diversity and work health and safety in the workplace.

The following desirable criteria may be assessed at some stage during the selection process.

1. Understanding and experience in applying occupational health and safety in an operational environment.
2. A tertiary qualification in Environment Management, Sustainability or equivalent.

Behaviour Expectations [Leadership Expectations](#) provides a common understanding of the mindset and expected leadership behaviours for all public sector employees. The expected behaviour for this role is [Personal Leadership](#)



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Other position-related information (only relevant ones will be populated)

Position Status - Permanent <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	FTE: 1.0
National Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For more information refer to the department's guidelines on National Police checks .	
Current WA Driver's Licence or equivalent (only specify yes if a drivers licence is required for appointment to the position) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Medical Assessment <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Working with Children <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If this position works with children, refer to http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/	
Allowance and Special Conditions <input type="checkbox"/> District Allowance <input type="checkbox"/> Air Conditioning <input type="checkbox"/> Ranger Leave (Rangers only) <input type="checkbox"/> North West Leave <input type="checkbox"/> No Fixed Hours (Rangers only) <input type="checkbox"/> Other (Please specify)	

Certification

The details contained in this document are an accurate reflection of position.

Division Head	Executive Director
Signature: 	Signature: 
Date: 14/11/24	Date: 15/11/2024