

## POSITION DESCRIPTION/SPECIFICATION

### 1. POSITION IDENTIFICATION

<b>Title</b>	Senior Environmental Project Officer	<b>Level</b>	7/8
<b>Business Unit</b>	Strategic & Organisational Development	<b>Position Number</b>	01211
<b>Directorate</b>	Governance and Strategy	<b>Date Established</b>	August 2009
<b>Reporting to</b>	Environmental Development Coordinator	<b>Date Updated</b>	January 2025

### 2. KEY OBJECTIVES

- Undertake research, prepare reports and provide advice on matters relating to environmental issues.
- Develop and implement environmental plans, strategies, policies and projects to contribute toward the achievement of the City's environmental strategic objectives.
- Liaise with key stakeholders to support the City's environmental objectives.

### 3. KEY ACCOUNTABILITIES

- Research and provide technical assistance to assist with the achievement of environmental objectives.
- Compliance with City strategies, plans, objectives, policies, procedures and budgets.
- Ensure all project work is undertaken in accordance with the requirements of the City's Project Management Framework.
- Ensure all financial activities are undertaken in accordance with the City's purchasing protocols and practices.
- Ensure all contracted work is undertaken in accordance with the contract and City's purchasing protocols.
- Ensure prompt and accurate capture of corporate information and documentation in accordance with the City's record keeping system and associated policies, protocols and practices.
- Customer service is delivered in accordance with the City's Customer Service Charter and relevant protocols and procedures.
- Comply with Work, Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City safety systems.

#### 4. KEY ACTIVITIES

##### **ACTIVITIES**

###### **Outcome: Environmental Research, Planning, Projects and Reporting**

- Undertake environmental research and provide outcomes and data analysis using contemporary research methodologies.
- Develop and implement plans, strategies, policies and projects.
- Prepare advice and technical reports for the City and Elected Members on matters relating to environmental issues, including appropriate recommendations.
- Liaise with various officers in other levels of government and non-governmental organisations to exchange information or gather research data.
- Research and draft responses to environmental related queries from the Elected Members, the community and other business units.
- Provide progress reports on environmental initiatives within the existing reporting framework of the City.

###### **Outcome: Liaison and Advice**

- Establish and maintain appropriate networks with other organisations and levels of government with regards to environmental issues.
- Provide timely and appropriate advice and information to the Environmental Development Coordinator and Manager Strategic and Organisational Development.
- Assist with allocating tasks and supervising work experience students.

###### **Outcome: External Funding and Awards**

- Source and develop applications for external funding and awards related to the City's environmental initiatives in consultation with the Grants and Awards Officer.
- Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

#### 5. WORK RELATED REQUIREMENTS

##### **Essential Skills, Knowledge, Experience and Qualifications:**

###### **High level skills and abilities in the following areas:**

- Project management.
- Organisational and time management.
- Research and analytical.
- Written communication including report writing.
- Interpersonal communication, including presenting information and/or facilitating an event.
- Problem solving.

###### **Comprehensive knowledge:**

- Environmental issues and environmental management practices.
- Project management methodologies.
- Research and reporting techniques.

###### **Substantial experience:**

- Providing advice and developing technical reports related to environmental issues.
- Developing and implementing environmental projects and initiatives.
- Monitoring and reporting on environmental projects.

**Qualifications/Clearances:**

- Tertiary qualifications in a relevant environmental discipline and/or relevant substantial experience in a similar role.
- Current Western Australian ‘C’ Class Driver’s Licence.
- Current First Aid Certificate including CPR (HLTAID011 and HLTAID009) or willingness to obtain within the first 3 months of appointment to position.

**6. EXTENT OF AUTHORITY**

- Exercises a degree of autonomy but advice is available for complex or unusual matters.
- Controls and coordinates projects.
- Provides expert advice on environmental issues.
- Required to use professional knowledge, research skills, analytical approach and problem-solving skills.
- Responsible for decision making in work area.

**7. WORKING RELATIONSHIPS**

**Level of supervision:**

- Works under limited direction.

**Internal:**

- Relevant Business Units.

**External:**

- Residents and the general public.
- Relevant government departments.
- Other local governments.
- Environmental and community groups.
- External service providers.

**8. POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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