

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

Title	Senior Environmental Project Officer	Level	7
Business Unit	Strategic & Organisational Development	Position Number	01099, 01211
Directorate	Governance and Strategy	Date Established	August 2009
Reporting to	Environmental Development Co-ordinator	Date Updated	March 2021

2. KEY OBJECTIVES

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

3. KEY ACCOUNTABILITIES

- High quality research and technical assistance to assist with the achievement of environmental initiatives.
- 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 OSH legislation, City protocols, procedures and other OSH related requirements, and actively support the City safety systems.

4. KEY ACTIVITIES

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<p>Outcome: Environmental Research, Planning and Reporting</p> <ul style="list-style-type: none">• Undertake environmental research projects and provide timely and accurate research outputs and data analysis using contemporary research methodologies.• Develop and implement plans, strategies and policies based on research outputs.• 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.• Establish or maintain systems and processes for information collection and evaluation and provide progress report on environmental initiatives within the existing reporting framework of the City.
<p>Outcome: Implementation of Environmental Projects</p> <ul style="list-style-type: none">• Develop and implement environmental projects, events and feasibility studies in accordance with agreed scope, timeframes and budgets.• Manage projects in accordance with the City's Project Management Framework.• Engage consultants for projects in accordance with City's purchasing protocols.• Prepare relevant reporting documentation.
<p>Outcome: Liaison and Advice</p> <ul style="list-style-type: none">• 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 Co-ordinator and Manager Strategic and Organisational Development.• Allocate tasks, supervise and instruct work experience students.
<p>Outcome: External Funding and Awards</p> <ul style="list-style-type: none">• Source and develop applications for external funding of the City's environmental initiatives in consultation with the Grants and Administration Officer.• Source and apply for relevant environmental awards.• Perform other duties as requested within the scope of this level and in accordance with skills, knowledge and experience.

5. WORK RELATED REQUIREMENTS / SELECTION CRITERIA

Essential Skills, Knowledge, Experience and Qualifications:

Skills:

- Highly developed project management skills and abilities.
- Highly developed organisational skills with the ability to prioritise and meet deadlines.
- Highly developed research and analytical skills and abilities.
- Highly developed written communication skills including report writing.
- Highly developed interpersonal communication skills, including the ability to present information or facilitate a group event.
- Highly developed problem solving skills.

Knowledge:

- Comprehensive knowledge of environmental issues and environmental management practices.
- Comprehensive knowledge of project management methodologies.
- Comprehensive knowledge of research and reporting techniques.

Experience:

- Substantial experience in providing advice and developing technical reports related to environmental issues.
- Substantial experience in developing and implementing environmental projects and initiatives.
- Substantial experience in 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

- Exercise a degree of autonomy but advice is available for complex or unusual matters.
- Control and co-ordinate projects and accountable for quality, cost effectiveness and timeliness of projects undertaken.
- Provides expert advice on environmental issues.
- Required to use professional knowledge, research skills, analytical approach and problem solving skills to address complex problems and make decisions.
- Responsible for decision making in work area and the decisions can have high impact on business unit.

7. WORKING RELATIONSHIPS**Level of supervision:**

- Works under limited direction.

Internal:

- Strategic and Organisational Development
- Operation Services
- Asset Management
- Infrastructure Management Services
- Leisure and Cultural Services
- City Projects
- Other City employees

External:

- Residents and general public
- State government departments (e.g. Department of Biodiversity, Conservation and Attractions, Water Corporation, Department of Water and Environmental Regulation)
- Other local governments (e.g. City of Wanneroo, City of Stirling)
- Environmental and community groups
- External service providers

8. **POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
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