

## POSITION DESCRIPTION/SPECIFICATION

### 1. POSITION IDENTIFICATION

<b>Title</b>	Environmental Approvals Officer	<b>Level</b>	7/8
<b>Business Unit</b>	Strategic and Organisational Development	<b>Position Number</b>	01709, 01767
<b>Directorate</b>	Governance and Strategy	<b>Date Established</b>	July 2023
<b>Reporting to</b>	Environmental Development Coordinator	<b>Date Updated</b>	December 2025

### 2. KEY OBJECTIVES

- Lead environmental approvals under relevant State and Federal legislation, strategies, plans and policies.
- Undertake research, prepare reports, and provide advice on matters relating to environmental issues.
- Liaise with key stakeholders to support the City's environmental objectives.

### 3. KEY ACCOUNTABILITIES

- Provide professional and technical advice on environmental matters consistent with statutory regulations and the City's obligations.
- 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 Workplace Health and Safety (WHS) legislation, City protocols, procedures and other WHS related requirements, and actively support the City's safety systems.

#### 4. **KEY ACTIVITIES**

ACTIVITIES
<p><b>Outcome: Approvals, Research, Planning and Reporting</b></p> <ul style="list-style-type: none"><li>• Prepare applications for environmental approvals in accordance with relevant legislation.</li><li>• Coordinate Aboriginal heritage approvals in accordance with relevant Aboriginal heritage legislation.</li><li>• Prepare environmental assessment reports for new projects.</li><li>• Utilise Geographical Information System (GIS) to manage data and create maps for environmental approvals.</li><li>• Coordinate flora and fauna surveys to inform environmental approvals.</li><li>• Develop and implement plans, strategies and policies, including Revegetation Management Plans and Offsets Strategy.</li><li>• Liaise with various officers in other organisations and government agencies.</li><li>• Research and draft responses to environmental related queries from the Elected Members, State Government agencies, the community and other Business Units.</li><li>• Prepare submissions regarding State or Federal Government environmental or Aboriginal heritage legislative changes, strategies, plans or policies.</li><li>• Provide reports on environmental initiatives within the City's existing reporting framework.</li><li>• Engage environmental consultants in accordance with the City's purchasing protocols and practices.</li><li>• Coordinate and prepare external environmental reporting as required.</li></ul> <p><b>Outcome: Liaison, Training and Advice</b></p> <ul style="list-style-type: none"><li>• Establish and maintain appropriate networks with other organisations and government agencies regarding environmental issues.</li><li>• Provide accurate advice and information to the Environmental Development Coordinator and Manager Strategic and Organisational Development.</li><li>• Deliver and present internal training and raise awareness on environmental and Aboriginal heritage approval requirements, ensuring these are integrated into project management practices.</li></ul> <p><b>Outcome: Stakeholder and Customer Service</b></p> <ul style="list-style-type: none"><li>• Provide high level customer service to internal and external customers.</li><li>• Exercise initiative and judgement to develop positive relationships to gain the cooperation of various internal and external stakeholders.</li><li>• Represent the Business Unit in meetings, forums and industry events where required.</li><li>• Perform other duties as requested within the scope of this level and in accordance with skills, knowledge, and experience.</li></ul>

#### 5. **WORK RELATED REQUIREMENTS**

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

##### **High Level Skills:**

- Time management and organisational, with the ability to multitask and meet deadlines.
- Research and analytical skills and abilities.
- Strong written and interpersonal communication, including report writing and presentation abilities.
- Strong customer service and stakeholder engagement.
- Proficient in Microsoft Office and other relevant systems.

- Problem solving.

**Working Knowledge:**

- Environmental issues and natural area management practices and relevant legislation.
- Research and reporting techniques.

**Substantial Experience:**

- Undertaking environmental approvals.
- Using GIS to manage data and create maps for environmental approvals.
- Providing advice and developing technical reports related to environmental issues.
- Collaborate with internal and external stakeholders to drive engagement in environmental projects.

**Qualifications/Clearances:**

- Tertiary qualification in a relevant environmental discipline or equivalent relevant experience.
- Current Western Australian 'C' Class Driver's Licence.

**6. EXTENT OF AUTHORITY**

- Exercise a degree of autonomy but advice is available for complex or unusual matters.
- Control and coordinate projects and accountable for quality, cost effectiveness and timeliness of projects undertaken.
- Provide 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:**

- All Business Units.

**External:**

- Residents and the general public.
- Relevant Government Departments.
- Local Government authorities.
- Environmental and community groups.
- External service providers.

**8. POSITION DIMENSIONS**

NUMBER OF EMPLOYEES DIRECTLY REPORTING TO POSITION	0
--	---