

POSITION DESCRIPTION/SPECIFICATION

1. POSITION IDENTIFICATION

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

2. KEY OBJECTIVES

- Lead environmental approvals under relevant state and federal legislation 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.
- Prepare applications for environmental approvals.
- Prepare desktop environmental assessment reports for new projects.
- Engage environmental consultants in accordance with the City's purchasing protocols and practices.
- Coordinate the preparation of external environmental reporting as required.
- 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 safety systems.

4. **KEY ACTIVITIES**

ACTIVITIES

Outcome: Approvals, Research, Planning and Reporting

- Prepare applications for environmental approvals in accordance with relevant legislation.
- Coordinate Aboriginal heritage approvals in accordance with relevant Aboriginal heritage legislation.
- Prepare desktop environmental assessment reports for new projects.
- Utilise Geographical Information System (GIS) to manage data and create maps for environmental approvals.
- Coordinate flora and fauna surveys to inform environmental approvals.
- Develop and implement plans, strategies and policies, including Revegetation Management Plans and Offsets Strategy.
- Liaise with various officers in other levels of government and non-governmental organisations.
- Research and draft responses to environmental related queries from the Elected Members, State government agencies, the community and other business units.
- Prepare submissions regarding State or Federal government environmental or Aboriginal heritage legislative changes, strategies, plans or policies.
- Provide reports on environmental initiatives within the existing reporting framework of the City.

Outcome: Liaison, Training and Advice

- Establish and maintain appropriate networks with other organisations and levels of government regarding environmental issues.
- Provide timely and appropriate advice and information to the Environmental Development Coordinator and Manager Strategic and Organisational Development.
- Deliver internal training and awareness raising regarding environmental and Aboriginal heritage approvals being required to be incorporated into project management.
- 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 in the following areas:

- Organisational skills with the ability to prioritise and meet deadlines.
- Research and analytical skills and abilities.
- Written communication skills including report writing.
- Interpersonal communication skills, including the ability to present information or facilitate a group event.
- Problem-solving skills.

Knowledge:

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

Substantial Experience:

- Undertaking environmental approvals.
- Using Geographical Information System (GIS) to manage data and create maps for environmental approvals.
- Providing advice and developing technical reports related to environmental issues.
- Working with key stakeholders (internal and external) to engage them in environmental projects.

Qualifications/Clearances:

- Tertiary qualifications in a relevant environmental discipline or substantial experience in a similar role.
- Current Western Australian 'C' Class Driver's License.

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:

- Relevant Business Unit.

External:

- Residents and the general public.
- Relevant State Government Departments.
- Relevant Federal 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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