

Department of
Industry and Resources

JOB DESCRIPTION FORM

JOB DETAILS

Position Title: Environmental Officer
Work Group: Resources Group

Position number: IR050233
Position Level: Specified
Calling L1

ROLE SPECIFIC RESPONSIBILITIES

The following outlines the duties, responsibilities and key result areas related to this job. They are not listed in any specific order of priority:

Research and analyse international, national and State environmental issues affecting the industry and resources development sectors and prepare background information and reports as required.

Assist in the development and evaluation of strategic policy to facilitate responsible industry and resources development in Western Australia.

Maintain information on environmental policy issues affecting the development of the industry and resources sector in Western Australia. Key policy areas at present include climate change, marine and terrestrial biodiversity conservation, and legislation.

Assist in the preparation of advice to the Department and government on environmental policy issues relating to responsible resource development.

Maintain contact with industry organisations, tertiary institutions and other government agencies on industry and resource issues.

Provides support and advice as required.

CORPORATE RESPONSIBILITIES

Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.

Works within corporate policies and procedures and demonstrates expected behaviours aligned with DoIR Code of Conduct.

Performs other duties as directed.

JOB REQUIREMENTS

States the personal attributes required of someone to successfully fulfil the requirements of this job.

A recognised degree qualification in science, environmental science or natural resource management.

Knowledge of the industry and resources sectors would also be an advantage.

The following competencies are required for this position;

Demonstrates conceptual, research, analytical and innovative problem solving skills.

Sets and meets own and/or group priorities within agreed timelines and with limited supervision.

Establishes and maintains relationships with internal staff and other key individuals.

Demonstrates willingness to participate in, and assist with implementing, learning and development opportunities and the DoIR performance and development program.

Produces a range of business documents including policies, procedures, briefings and reports accurately.

Communicates clearly and effectively at all levels, including within a small team environment.

OTHER APPOINTMENT FACTORS OR CONDITIONS

Covers any other conditions that may be applicable to this job.

<i>Pre-screening or other employment requirements:</i>	Not Applicable
<i>Job Location:</i> <i>(If not regional or overseas, may be deployed in any DoIR - Perth office.)</i>	Mineral House - East Perth
<i>Accommodation:</i> <i>(If Regional, GEHA accommodation may be applicable.)</i>	N/A
<i>Allowances:</i> <i>(List allowances, if applicable to this position.)</i>	N/A
<i>Special Conditions:</i> <i>(List any special conditions that may apply to this position.)</i>	N/A
<i>Specialised Equipment Operated:</i> <i>(Specify type of equipment, make and model, operated.)</i>	N/A

ORGANISATIONAL CONTEXT

Departmental Overview

The Department of Industry and Resources (DoIR) has a major role in delivering prosperity for Western Australians through the State's economic development.

Group Context

The Resources Group provides quality facilitation, regulatory and information services (including economic intelligence) to advance growth of the Western Australian resources sector.

The Group is responsible for regulation of resources sector operations in Western Australia and the provision of related policy advice and project facilitation services, along with geological survey activities.

Operational Context

The Environment Division provides the environmental regulatory and policy services for the industry and the community.

The goal of the Division is to be respected by industry and the community generally as the leading and preferred agency for the provision of environmental regulatory and policy services for the mineral and petroleum industries that are conducive to responsible development .

For further information, please visit the Environment area of the DoIR website.

OTHER JOB-RELATED INFORMATION

Position No:	IR050233	Position Title:	Environmental Officer
Effective Date:	25/09/2008	Job Location:	Mineral House - East Perth

Organisational Placement within DoIR Structure:-

Group:	Resources Group
Division:	Environment
Branch:	Strategic Policy
Section:	N/A

JOB REPORTING RELATIONSHIPS

This position reports to:	General Manager Environment
Supervisor Position No:	MPR02081
Classification Level:	SCL5

Other positions reporting directly to this supervisor: 5

Environmental Officer - (IR050232)	SCL1
Environmental Policy Officer - (IR040195)	SCL2
Graduate Officer - (IR073700)	L3
Graduate Officer - (IR073707)	L3
Senior Environmental Officer - (IR030058)	SCL4

Positions reporting to this job: 0

JOB CERTIFICATION & REGISTRATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job

BRANCH/DIVISION HEAD

DIRECTOR GENERAL

SIGNATURE _____

SIGNATURE _____

DATE _____

DATE _____

Registration date will be the date the Director General (or approved delegate) certifies this document.

The official registration stamp initialled by the HR Officer must appear on all pages of the JDF or, for electronic output copies, "Approved Record" and the "Effective Date" must appear in the Header of each page.