

POSITION DESCRIPTION
1042

Position Title: Senior Environmental Officer
Company: Mid West Ports Authority (MwPA)
Location: Geraldton
Department: Sustainability

State: WA
Date: February 2019

ORGANISATION STRUCTURE

Department Manager: Sustainability Manager (1092)

In-Line Supervisor: N/A

This position: Senior Environmental Officer (1042)

Reporting to this position: N/A (Coordinate and coach operators undertaking key environmental monitoring activities)

Purpose:

To take a lead role in developing and implementing risk based environmental monitoring programs to ensure all operations on port land are conducted in an environmentally responsible way. Ensure compliance with environmental legislation and MwPA's Environmental License. Actively promote environmental initiatives and maintain a strong environmental focus at an operational level.

Assist in the development, implementation, review and auditing of MwPA's Management System as required to maintain certification to AS/NZS 4801, ISO 14001 and ISO 9001. Ensure continued compliance and maintenance of the DWER Environmental License for operations.

Accountabilities:

Result expected (Outputs)	Major Activities (How the output will be delivered)
Integrated Management Systems: Compliance with System Procedure HSE-PRO-010 HEALTH, SAFETY, ENVIRONMENT & QUALITY (HSEQ) RESPONSIBILITIES 1. All other MwPA policies & procedures as amended from time to time.	Undertake all work within: <ul style="list-style-type: none"> • Relevant role specific Procedures; • Risk, Environment and OH&S management systems; • Across Organisation & Human Resources policies and procedures.
2. Integrated Management Systems: Assist to implement and maintain MwPA's integrated management system (primary focus on Environment), ensuring implementation at the operational level.	<ul style="list-style-type: none"> • Provide expert Environmental technical advice and support to employees, contractors and stakeholders to manage and resolve issues; • Advise on regulatory approval processes and licencing requirements to facilitate Port user agreements and business growth; • Provide technical input and assistance into the management of Contaminated Sites; • Maintenance of site registers and support Permit to Work processes;

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	<ul style="list-style-type: none"> • Conduct audits and inspections to monitor operational activities to ensure compliance with MWPA's integrated management systems; • Provide training and coaching across MWPA's workforce to promote environmental awareness and sustainability initiatives; • Keep abreast of changes to industry practice, standards and legislation and monitor MWPA's compliance with the same; • Monitor internal and external websites and other distributed information to ensure information is current and relevant; • Assist in reviewing/developing relevant procedures where required to ensure the management system remains effective and relevant to environment and sustainability best practice.
<p>3. Environmental Monitoring Programs: Design, deliver and maintain MWPA's environmental monitoring and reporting programs.</p>	<ul style="list-style-type: none"> • Implement and deliver MWPA's monitoring programs as per external requirements and Port's own Sampling Analysis Plans including; Air Quality, Sediment, Storm water, Marine Water Quality and Marine Pests; • Facilitate safe site access for collaborative research projects and or agency lead monitoring programs; • Supervise monitoring contractors as required; • Maintain site laboratory equipment and consumables including the servicing and calibration of scientific/measurement devices as required; • Coordinate Chain of Custody for sample analysis via external laboratories; • Maintain and optimise environmental monitoring databases; • Produce reports as required by licence, approvals and internal processes; • Analysis and interpretation of monitoring data to inform and improve environmental management and or sustainability programs and initiatives.

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4. Incident response and investigation (Environmental): Facilitate incident investigations.	<ul style="list-style-type: none"> Respond to relevant workplace incidents at short notice; Play a lead role in incident investigation and reporting including: information gathering, facilitation of ICAM (Incident Cause Analysis Method) workshops and preparation of formal report with recommendations; Meet regulatory requirements for incident reporting; Participate in implementation of MWPA's Emergency Response Plan; Provide technical advice on Biosecurity matters and incident response; Facilitate and provide training on environmental emergency response as required.
5. Environmental Culture and Sustainability: Develop an environmental culture amongst Port employees, contractors and other Port users. Encourage sustainability wherever possible.	<ul style="list-style-type: none"> Provide mentoring and support to supervisors team leaders and operators in relation to environmental matters; Liaise with port stakeholders to ensure sound environmental and sustainability outcomes are achieved; Play an active role in the HSE Committee and other groups or meetings as required; Actively look for means of improving MWPA's sustainability profile; Liaise with stakeholders as required.
6. Performing other duties as required:	<ul style="list-style-type: none"> Other duties as directed by MWPA within the skills of the Employee.

QUALIFICATIONS:

Essential

- Relevant Environmental Tertiary Qualifications and/or Industry Training:
 - Degree in an environmental discipline;
 - OR
 - Diploma in an environmental discipline with 3 years suitable experience.

Preferred

- Experience in a marine or Port environment
- Formal incident investigation training
- Formal auditor training
- Commercial coxswain ticket
- Experience in GIS and environmental database management

LICENCES:

Essential

- Driving Licence

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ESSENTIAL COMPETENCIES:

(Selection criteria for recruitment)

- A thorough knowledge of environmental Legislation and requirements, including Part V and Contaminated Sites legislation;
- Environmental experience in the marine, mining, construction or similar industries;
- Experience in incident investigation and reporting;
- Experience in conducting compliance audits;
- Experience in developing and delivering environmental monitoring programs including sampling, data analysis and reporting;
- Demonstrated experience in data analysis and interpretation including Envirosuite or similar, and GIS.
- Demonstrated high level report writing skills;
- Sound computer skills in Microsoft Word, Excel, Outlook and database systems.

**ESSENTIAL PERSONAL
ATTRIBUTES:**

- Possesses the highest standard of personal integrity and professionalism while demonstrating care, accountability, courage, collaboration and diligence, will make decisions that are honest, fair, impartial, and timely, and considers all relevant information;
- A high level of interpersonal and communication skills, with the ability lead and act with authority when required and effectively resolve conflict. Treats people with respect, courtesy and sensitivity and can recognise their interests, rights, safety and welfare;
- Uses the resources of the state in a responsible and accountable manner that ensures the efficient, effective and appropriate use of human, natural, financial and physical resources, property and information.
- Maintain a positive and open relationship with port stakeholders;

SPECIAL CONDITIONS:

- Expected to undertake any additional training to support the operation.
- Incumbent will be expected to work outside of normal hours as required;
- Additionally; all staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy.

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ACCEPTANCE OF JOB DESCRIPTION

This Position Description accurately describes the current position and has been explained by:

Name of Manager/Supervisor:

Position of Manager/Supervisor:

Signature of Manager/Supervisor:

Date:

Position Description Acceptance

The Position Description has been fully explained to me and I agree to carry out the duties contained within to the best of my ability.

Name of employee:

Signature of employee:

Date:

Office Use:

Industrial Instrument (please tick):

- | | |
|--|---------|
| <input type="checkbox"/> Maintenance & Mooring Staff Agreement | Level: |
| <input type="checkbox"/> Administration Staff Agreement | Level: |
| <input type="checkbox"/> Marine Pilots Agreement | Level: |
| <input type="checkbox"/> Common Law Contract | Salary: |
| <input type="checkbox"/> Determination (Senior Management) | Salary: |

ADMINISTRATION

Custodian: HR Manager