

MAY 2020

# Position Description

**Position Title:** Environmental Approvals Specialist

**Position Number:** #1106

**Reporting to:** Sustainability Manager

**Location:** Geraldton

## PURPOSE

The Approvals Specialist will provide to MWPA; strategic advice and technical support for environmental approvals; and the provision of environmental project management services relating to the operations and development of MWPA ports in the coastal and marine environments.

The Approvals Specialist will; project manage the Environmental Impact Assessment (EIA) process to ensure the timely delivery of regulatory approvals including developing Scope of Works, reviewing proposals and managing consultants; facilitate the tendering processing to ensure the engagement of third parties who deliver the best outcomes for MWPA approval strategies; develop and author approvals under Parts IV and V of State environmental legislation as well as the Federal EPBC Act.

The Approvals Specialist will; provide environmental advice to the business to support projects from the development of the business case, including project specific approvals strategies, supporting the Sustainability Manager build relationships with Government regulators, leaseholders, customers and other stakeholders through approval related consultative processes and implement compliance requirements post-approvals process.

## ACCOUNTABILITIES

KEY RESPONSIBILITIES	OUTCOMES
ENVIRONMENTAL APPROVALS	<ul style="list-style-type: none"> <li>▪ Lead Preparation of Approvals and Supporting Documentation</li> <li>▪ Coordinate Licencing Amendment and Works Approvals</li> <li>▪ Advise Project Managers on Environmental, Social and Public Health Risks</li> <li>▪ Coordinate and Review Environmental Technical Studies and Impact Assessments.</li> <li>▪ Coordinate the Development and Implementation of Stakeholder Engagement Strategies</li> <li>▪ Develop Engagement Materials and Formal Responses to Enquiries / Feedback from Stakeholders</li> <li>▪ Key Point of Contact with Government Agencies</li> <li>▪ Project Manage Consultants and Contractors</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Advice and Guidance</li> </ul>
COMMUNICATION	<ul style="list-style-type: none"> <li>▪ Building Professional Relationships</li> <li>▪ Internal and External Stakeholder Communications</li> <li>▪ Liaise with Regulators</li> <li>▪ High Level Service and Support</li> </ul>
ADMINISTRATION	<ul style="list-style-type: none"> <li>▪ Procurement of Goods and Services</li> <li>▪ Project administration including scheduling, invoicing, budgeting and reporting</li> <li>▪ Record Keeping and System Administration</li> <li>▪ Regulatory Reporting and Auditing</li> </ul>
COMPLIANCE	<ul style="list-style-type: none"> <li>▪ Abide by MWPA Policy, Procedure and Relevant Legislation</li> <li>▪ Support compilation of statutory compliance reporting</li> <li>▪ Participate in internal and external audits and inspections</li> </ul>

## QUALIFICATIONS

### TO BE ADDRESSED IN SELECTION CRITERIA

#### ESSENTIAL

- Tertiary qualifications in environmental sciences or engineering;

## COMPETENCIES & EXPERIENCE

### TO BE ADDRESSED IN SELECTION CRITERIA

#### ESSENTIAL

- 10 years of environmental experience in the resource or maritime industries or environmental consultancy, with at least 5 years of direct experience in planning and writing approvals documents.
- Able to work in a team environment and engage with all internal and external stakeholders on a professional level;
- Demonstrated project and contract management skills with the ability to deliver multiple projects on time, within budget and to high standards;
- Ability to provide specialist environmental approvals advice and solutions to complex project planning processes;
- Demonstrated experience leading both state and commonwealth regulatory environmental approval processes, such as those for dredging or development projects;

- Demonstrated experience in delivering environmental impact assessments, management plans and compliance reports; and
- Exceptional technical report writing and presentation skills.

DESIRED

- Experience in use of GIS software

## PERSONAL ATTRIBUTES

### MWPA VALUES

It is a requirement of all MWPA positions that work will be undertaken in line with the MWPA values as follows:

**COURAGE** – We have the courage to continuously move forward, innovate, learn and grow.

**COLLABORATION** – We bring the right people together to get the best result.

**ACCOUNTABILITY** – We deliver our very best in all we do, holding ourselves accountable for results.

**INTEGRITY** – We are consistently transparent, honest, ethical and genuine.

**CARING** – We care about our colleagues, our organisation, our community and our environment.

## SPECIAL CONDITIONS

### REQUIRED

- Ability to travel interstate and intrastate as required;
- May be required to work outside normal business hours;
- C Class Drivers Licence;
- Expected to undertake any additional training to complement the operation;
- The incumbent will be required to undertake a pre-employment psychometric testing and medical check including drug and alcohol testing prior to appointment;
- The ability to obtain a Maritime Security Identification Card is a condition of employment;
- All staff must participate in ongoing random drug and alcohol testing to support MWPA's zero tolerance policy; and
- Refer to Corporate Delegations Policy No. 06 (as amended from time to time). The Corporate Delegations Policy prevails to the extent of any inconsistency with this Position Description.

## ACCEPTANCE OF JOB DESCRIPTION

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

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MANAGER NAME

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MANAGER POSITION

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SIGNATURE OF MANAGER

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DATE

**Position Description Acceptance**

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

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NAME OF EMPLOYEE

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SIGNATURE OF EMPLOYEE

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DATE