

JANUARY 2022

Position Description

Position Title:	Environmental Advisor/Engineer (Graduate)
Position Number:	1134
Reporting to:	Environment and Sustainability Manager
Location:	Geraldton
Conditions of Employment:	Mid West Ports Authority General Staff Enterprise Agreement 2021

PURPOSE

To support the MWPA Sustainability Department in conducting risk based environmental monitoring programs to ensure all operations on port land are conducted in an environmentally responsible way. This role assists in ensuring compliance with environmental legislation and the MWPA Environmental License. The role is required to actively promote environmental initiatives and maintain a strong environmental focus at an operational level.

This role will assist in the implementation, review and auditing of MWPA's Health, Safety, Environment and Quality (HSEQ) Management System to maintain certification to AS/NZS 4801, ISO 14001 and ISO 9001, as well as ensure continued compliance of the MWPA Environmental License.

ACCOUNTABILITIES

KEY RESPONSIBILITIES	OUTCOMES
ENVIRONMENT	<ul style="list-style-type: none"> Undertake environmental monitoring and compliance processes Assisting with incident response and investigation Development and promotion of sustainability activities Provision of data, advice and guidance on environmental monitoring programs Procedure review and development
COMMUNICATION	<ul style="list-style-type: none"> Building professional relationships with stakeholders Provide high level service and support to port users
ADMINISTRATION	<ul style="list-style-type: none"> Procurement of goods and services Record keeping, data management and system administration Assist with reporting and auditing
COMPLIANCE	<ul style="list-style-type: none"> Abide by MWPA Policy, procedures and relevant legislation

QUALIFICATIONS

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- Relevant environmental tertiary qualification (i.e., Environmental Science or Environmental Engineering degree or similar) progressing towards or completed in the past 2 years

DESIRABLE

- Environmental experience in the marine, mining, construction or similar industries.

COMPETENCIES & EXPERIENCE

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- A sound knowledge of environmental management and Western Australian environmental legislative requirements;
- Experience in undertaking environmental monitoring programs and analysis of data;
- Demonstrated high level report writing skills;
- Proficient computer skills in Microsoft Word, Excel, GIS and database systems; and
- Demonstrated interpersonal communication skills

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

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midwestports.com.au

REQUIRED

- Ability to travel interstate and intrastate as required;
- May be required to work outside normal business hours;
- The incumbent is required to be COVID-19 Vaccinated as per Government requirements
- 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:

Sarah Barron

Environment & Sustainability Manager

MANAGER NAME

MANAGER POSITION

SIGNATURE OF MANAGER

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.

NAME OF EMPLOYEE

SIGNATURE OF EMPLOYEE

DATE