

JANUARY 2022

Position Description

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| Position Title: | Senior Environmental Advisor |
| Position Number: | #1042 |
| Reporting to: | Environment and Sustainability Manager |
| Location: | Geraldton |
| Conditions of Employment: | Mid West Ports Authority General Staff Enterprise Agreement 2021 |

PURPOSE

To take a lead role in developing and implementing risk based environmental monitoring and improvement 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

| KEY RESPONSIBILITIES | OUTCOMES |
|----------------------|--|
| ENVIRONMENT | <ul style="list-style-type: none"> Develop and undertake monitoring and compliance processes Incident response and investigation Development and promotion of sustainability activities Policy and procedure review and development Project management and coordination of consultants/contractors Provide environmental advice and guidance to port users |
| COMMUNICATION | <ul style="list-style-type: none"> Building professional relationships Internal and external stakeholder communications Liaise with regulators Provide high level service and support to MWPA and port users |
| ADMINISTRATION | <ul style="list-style-type: none"> Procurement of goods and services Record keeping, data management and system administration |

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| | <ul style="list-style-type: none"> Reporting and auditing |
| COMPLIANCE | <ul style="list-style-type: none"> Abide by MWPA Policy, Procedure and Relevant Legislation Support compilation of statutory compliance reporting Participate in internal and external audits and inspections |

QUALIFICATIONS

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- Relevant Environmental Tertiary Qualifications and/or Industry Training.

DESIRABLE

- Formal incident investigation training; and environmental auditor training.

COMPETENCIES & EXPERIENCE

TO BE ADDRESSED IN SELECTION CRITERIA

ESSENTIAL

- A thorough knowledge of environmental legislation and requirements;
- At least 5 years environmental experience in the marine, mining, construction or similar industries;
- Experience in incident investigation and reporting;
- Experience in coordinating specialist environmental studies and/or improvement programs;
- Experience in developing and delivering environmental monitoring programs;
- Experience in data analysis and interpretation;
- Demonstrated high level report writing skills; and
- Sound computer skills in Microsoft Word, Excel, Outlook and database systems

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 |
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| <ul style="list-style-type: none"> ▪ 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:

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| Sarah Barron | Environment and Sustainability Manager |
| MANAGER NAME | MANAGER POSITION |

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| | |
| 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.

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| | |
| NAME OF EMPLOYEE | SIGNATURE OF EMPLOYEE |

DATE

