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Position Description

Environmental Officer – Waste and Compliance

Position Details

**Position Title** Environmental Officer – Waste and Compliance

**Classification** EMRC Remuneration Band - Level 7

**Position Number** A0086A

**Basis of Employment** Full Time

**Team Name** Projects – Environmental and Waste Compliance Operations Team

Position Objectives

* To ensure the Red Hill Waste Management Facility and the Hazelmere Resource Recovery Park are operated in a manner that meets the environmental conditions of their respective regulatory requirements.
* Offer professional support to the Manager, Environmental and Waste Compliance by undertaking environmental sampling and monitoring programs, data evaluation and reporting, rehabilitation and contaminated site assessments.

Organisational Values

The EMRC’s values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

**Excellence** Striving for excellence through the development of quality and continuous improvement.

**Recognition** Valuing employees in a supportive environment that focuses on their wellbeing.

**Innovation** Focus on innovative approaches in projects and service delivery.

**Responsiveness** Dynamic and flexible service delivery.

**Integrity** Accountability and consistency in all that we do.

Leaders ensure that the organisation’s values are created and sustained by establishing the Council’s strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

Key Duties/Responsibilities

Position Responsibilities

* Undertake routine groundwater and surface water sampling from various locations.
* Maintain excellent quality control procedures relevant to water quality monitoring.
* Prepare routine environmental monitoring reports.
* Assist in providing necessary water quality monitoring data to consultants.
* Undertake revegetation programs including seeding, planting and monitoring as required.
* Provide input into fauna and feral animal management strategies at the Red Hill Waste Management Facility.
* Provide advice on the requirements, treatment and acceptability of contaminated soils and other waste materials at the Red Hill Waste Management Facility.
* Assess and issue waste approvals for the disposal of contaminated waste at the Red Hill Waste Management facility in accordance with regulatory requirements.
* Assist in the preparation of compliance reports such as the Annual Monitoring and Compliance Report, the National Pollutant Inventory Report, the National Greenhouse Energy Emissions Report and assist in the submission of Works Approval and Licence Amendment applications.
* Assist in the preparation of waste management documentation and reports relating to environmental issues at the Red Hill Waste Management Facility and the Hazelmere Resource Recovery Park operations.
* Assist in the development of environmental management procedures and information required for the EMRC’s Environmental Management System (EMS) based on ISO 14001 standards.
* Assist in contaminated sites investigations and environmental monitoring for member Councils.
* Assist in the sampling and analysis of wood fines and wood chips at the Hazelmere Resource Recovery Park and prepare monthly wood sample analysis reports.
* Undertake routine dust monitoring programmes at the Hazelmere Resource Recovery Park and provide ambient air quality reports as necessary.
* Coordinate the engagement and undertaking of works by contractors.

Occupational Safety and Health (OS&H) Responsibilities

* Comply with all Statutory requirements.
* Take reasonable care to ensure their own safety and health whilst at work and that of others.
* Consult and cooperate with Management on matters of Occupational Safety and Health.
* Report all hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
* Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed.
* Use personal protective equipment (PPE) as required.

Organisational Responsibilities

* Ensure all documents are created, stored and maintained in accordance with the organisation’s electronic Document Management system requirements.
* Actively seek and report on methods of improving systems of work to ensure continuous improvement.
* Respond to organisational initiatives and assist in the development of the EMRC as directed.
* Represent the EMRC in a responsible and professional manner at all times.
* Comply with the policies and procedures of the organisation at all times.
* Properly organise and manage working time to ensure efficient productivity.
* Perform other duties as directed that fall within the scope of the position or the incumbent’s knowledge and skills base.

Position Requirements

Competencies

* Understanding of groundwater and surface water sampling techniques.
* Experience in data management and water quality reporting.
* Knowledge of environmental legislation, particularly in relation to waste management and contaminated sites.
* Knowledge of environmental and waste management principles and their practical application particularly in regard to solid waste and water quality.
* Knowledge of relevant state government agency responsibilities in the area of environmental regulation and waste management.
* Knowledge of environmental chemistry with particular application to contaminants in the soil and groundwater environments.
* Well developed report writing and oral communication skills.
* Demonstrated hands-on and proactive approach to tasks.
* Well developed liaison and negotiation skills.
* Demonstrated project management and time management skills.
* Ability to work effectively on your own and within a busy team environment.

Experience

* Experience in environmental field sampling, particularly in water quality testing.
* Experience in land rehabilitation programmes.
* Experience in the field of Environmental Management and/or Waste Management.
* Experience in, or some exposure to, dealing with the waste management industry (contractors, regulators, operators) and negotiating outcomes aimed at protecting the environment in accordance with legislation and government requirements would be an advantage.

Qualifications

* Tertiary qualifications in the area of Environmental Science or other related discipline.
* Training in any of the following areas would be advantageous:
  + environmental monitoring (surface water and groundwater);
  + solid waste management;
  + hazardous waste/dangerous goods management;
  + contaminated site management;
  + acid sulfate soils;
  + environmental chemistry;
* Environmental Management Systems (EMS).
* Current Senior First Aid Certificate (or a willingness to attain – desirable).

Organisational Relationships

**Responsible to** A0091A – Manager Environmental and Waste Compliance

**Supervision of** Contractors

**Internal and External Liaison Internal** All EMRC Management and Employees

**External** Waste Disposal Customers

Member Council Employees

Members of the General Public

Professional Associations and Educational Institutions

Department of Water and Environmental Regulation

Contractors

Other Government Departments and Agencies (Federal, State Regional and Local)

Others as nominated by the Council

Extent of Authority

* This position has the authority to act within predetermined guidelines, organisational policy and as delegated.

Selection Criteria

Essential

* Relevant tertiary qualifications in the area of Environmental Science, Environmental Management or other related discipline.
* Demonstrated knowledge in environmental field sampling and monitoring techniques, particularly groundwater.
* Strong communication and interpersonal skills and the ability to deal with a diverse range of people, including customers, contractors and site operational employees.
* Demonstrated ability to effectively organise own workload and manage priorities to ensure deadlines are met.
* The ability to work independently as well as within a team environment.
* Current and valid WA Drivers Licence (C Class) unrestricted/manual or equivalent.

**Desirable**

* Knowledge of disposal of solid waste to landfills.
* Understanding of land rehabilitation techniques.
* Current Senior First Aid Certificate (or a willingness to attain).
* Four-wheel driving experience.

Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

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| --- | --- | --- |
| Name of Employee |  |  |
| Signature of Employee |  |  |
| Date |  |  |

**Date Last Reviewed** February 2021

**Reviewed** Manager Human Resources

**Updated** Senior HR Advisor

**Approved** Manager Human Resources