

Position Description

Environmental & Waste Compliance Officer

Position Details

**Position Title** Environmental & Waste Compliance Officer

**Classification** EMRC Remuneration Band - Level 7

**Position Number** A0232A

**Basis of Employment** Full Time

**Team Name** Sustainability Team - Environmental & Waste Compliance 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 and team 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.
* 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 Compliance Audit Reports.
* Assist in the preparation of information for environmental applications, assessments and approvals processes.
* Prepare waste management documentation and reports relating to environmental issues at the Red Hill Waste Management Facility, the Hazelmere Resource Recovery Park operations, any other EMRC managed facilities.
* Assist in contaminated sites investigations and environmental monitoring for member Councils and other consultancy work as directed.
* Assist with environmental management procedures and information required for the EMRC’s Environmental Management System (EMS) based on ISO 14001 standards.
* Assist in the sampling, analysis and reporting of environmental programs such as; the wood fines, wood chips, power pole shredded material, FOGO material, stockpiled contaminated waste and soils, dust monitoring programs and any other relevant initiatives.
* Coordinate work performed by contractors and other staff regarding routine and seasonal programs such as; seed collection, tree planting, equipment maintenance, rehabilitation programs, feral animal control programs, native flora and fauna monitoring, general gardening and weed maintenance and control programs, and any other relevant environmental management programs.

Work Health Safety (WHS) Responsibilities

* Comply with all statutory requirements.
* Take reasonable care to ensure your own safety and health, and the safety and health of others, whilst at work.
* Ensure you report hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
* Follow all safe work procedures as directed by the supervisor or as otherwise directed.
* Develop and follow all safe work procedures and as directed by the supervisor/ manager.
* 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.
* Always represent the EMRC in a responsible and professional manner.
* Comply with the policies and procedures of the organisation at all times.
* Organise and manage your work time to ensure efficient productivity.
* Perform other duties as directed that within the scope of the position and the incumbent’s knowledge and skills.

Position Requirements

Competencies

* Understanding of groundwater and surface water sampling techniques.
* Understanding of data management and water quality reporting.
* Knowledge of environmental legislation.
* 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.
* Well developed report writing and oral communication skills.
* Demonstrated hands-on and proactive approach to tasks.
* Demonstrated effective time management and project management skills.
* Ability to work effectively on your own and within a busy team environment.
* Competency in driving off-road four wheel drive vehicles.

Experience

* An understanding of the measurement and testing techniques, preferably relating to environmental field sampling, particularly in relation water quality testing, soil, waste, dust and odour.
* Working knowledge of environmental legislation, particularly in relation to waste management and contaminated sites.
* Working knowledge of environmental and waste management principles and their practical application particularly with regards to solid waste and water quality.
* Experience in undertaking field work, delivering various environmental monitoring programs, in particular water quality.
* Experience in the field of Environmental Management and/or Waste Management.
* Experience in, 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.
* Experience in developing and undertaking rehabilitation programs including, planting, seeding, weed control and surveying.

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 and ground water, soil, waste, dust and odour);
	+ solid waste management;
	+ hazardous waste/dangerous goods management;
	+ contaminated site management;
	+ environmental 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** A0083A – Coordinator Environmental & 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

 Health Department

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

 Others as nominated by the Council

Extent of Authority

* This position acts 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.
* 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** 25 October 2023

**Reviewed** Manager Environmental & Waste Compliance

**Updated** Senior HR Advisor

**Approved** Manager Human Resources