



Principal Environmental Officer - Appeals

Position Number:	100863-100466	Portfolio:	Strategy and Performance
Classification:	Specified Calling Level 4	Reports to:	Director Officer of the Appeals Convenor, L9
Location:	Perth CBD	Direct Reports:	3

Description

The Principal Environmental Officer – Appeals supports the appeals investigation process to ensure appeals are determined in a timely manner in accordance with the Environmental Protection Act 1986 (EP Act). Working closely with the Director and the Appeals Convenor, the position also supports the development of the strategic plan, operational plan and documentation to improve governance and contributes to the effective delivery of the Office of the Appeals Convenor (OAC) function.

Responsibilities

In context of above description, the role:

- Leads the appeals investigation process and a small team to ensure appeals are determined in a timely manner.
- Applies high-level technical analysis of environmental information and legal documentation to support the Appeals Convenor.
- Undertakes timely and evidence-based evaluations of environmental appeals in accordance with the EP Act and procedures.
- Works in collaboration with the wider Office of the Appeals Convenor (OAC) team and key stakeholders investigating environmental appeal matters.
- Leads the resolution of contentious environmental issues.
- Synthesises complex technical information into reports and technical advice for use at a corporate and Ministerial level.
- Represents the OAC at a senior level, negotiating with industry, government and the public, such as with scientific experts, and providing high-level professional advice on policy and significant environmental matters.
- Establishes and maintains effective external relationships, external agencies, industry, community organisations, stakeholders and the community, and promoting the strategic goals of the OAC.
- Leads the strategic planning and development of policies, guidance, and processes that support the regulatory framework under Part VII of the *Environmental Protection Act 1986* (EP Act).
- Mentors and manages staff within their team and actively leads complex projects relating to the development and implementation of policies and strategies.
- Provides direct support to the Appeals Convenor to progress investigations.
- Leads the review/drafting of appeals investigation related procedure, guidance/work instructions.
- Promotes and ensures a safe workplace, addressing both physical and psychosocial safety.
- Undertaking additional duties within the skill and scope of position capabilities and departmental needs.



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At DWER, every employee is a leader. To support this, we have established clear [Leadership Expectations](#). For this role, you will be a [Leading Others](#). Demonstrating the expected behaviours is crucial and aligned with the role's requirements.

Our culture is shaped by our [values](#). All employees are expected to uphold equity, diversity and inclusion, work health and safety, and ethical principles in all aspects of their work. This includes demonstrating cultural responsiveness by valuing diverse perspectives and contributing to culturally safe, inclusive, and trusted services – particularly for Aboriginal people and communities.

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Work Related Requirements

Read these requirements in context of the above contents.

Essential

1. Bachelor of Science in a relevant discipline or an approved equivalent qualification.
2. You have extensive leadership and interpersonal capabilities, demonstrated through fostering effective teamwork, mentoring others, and building capability across diverse groups. You are skilled in managing conflict, liaising, and negotiating with technical experts and senior officers in both private and public sectors, contributing to collaborative achievement of organisational outcomes. *(you lead collectively)*.
3. You have substantial experience critically reviewing scientific studies and documents, synthesising large amounts of information and recommending solutions to boards or committees *(you think through complexity)*.
4. You have highly developed written and oral communication skills including the ability to relate and communicate with a diverse range of stakeholders and produce a number of publicly available documents in a timely manner *(you dynamically sense the environment)*.
5. You have substantial experience leading, planning, managing and delivering on project/program outcomes, which promote organisational objectives and focus on the achievement of results *(you deliver on high leverage areas)*.
6. You demonstrate high standards of integrity *(you embody the spirit of public service)*.
7. You have demonstrated ability to be flexible, manage changing priorities and focus on agreed outcomes *(you lead adaptively)*.

Special Requirements

- The department will conduct a national police check before offering employment.
- This position requires occasional intrastate travel to support appeals investigations