



## Job Description Form

### Senior Environmental Officer - NPI

|                  |               |                 |                              |
|------------------|---------------|-----------------|------------------------------|
| Position Number: | 101888        | Portfolio:      | Climate and Sustainability   |
| Classification:  | Proposed SCL3 | Reports to:     | Principal Policy Officer, L7 |
| Location:        | Joondalup     | Direct Reports: | Nil                          |

### Description

*The Senior Environmental Officer contributes to the management of National Pollutant Inventory (NPI) data from industry and pollutant emission studies, ensures data integrity is maintained according to State and Federal NPI guidelines and principles, and assists with implementing enhancements to NPI reporting processes and data management. This position contributes to developing, maintaining, and updating data collection and emission estimation processes and undertaking scientific investigations to provide information necessary for diffuse emission inventory studies in Western Australia. It also assists with the optimisation of program data collection and management processes.*

*In addition to the NPI requirements, the Senior Environmental Officer works with the Environmental Offsets Branch to leverage data and analytical capability in support of priority environmental offsets delivery and reform. The role contributes to the development and maintenance of data collection and scientific investigations to inform the effective management of environmental offsets in Western Australia and supports the Environmental Offsets Branch Program Manager in delivering reform projects and developing innovative programs as required.*

### Responsibilities

*In context of above description, the role:*

- Contributing to the development, implementation, maintenance and evaluation of the NPI program, and other Departmental programs and projects, including environmental offsets delivery and reform.
- The collection and assessment of NPI data and process integrity, including conducting polluting industry identification and compliance activities.
- Developing and maintaining business systems and upgrades as part of ongoing efforts towards the automation of data processing procedures.
- The development, maintenance and sharing of expertise to improve knowledge and build capability throughout the Department, including knowledge in industrial processes (e.g. NPI reporting requirements) and techniques for estimating air, land and water emissions into the environment.
- Identifying, developing and maintaining significant stakeholder/partner relationships for the NPI program and other high-priority environmental programs (e.g. environmental offsets).
- The development and implementation of engagement opportunities for environmental programs and projects, including to external organisations.
- Provide scientific, technical and policy advice to DWER, EPA, the Minister, Government, industry and other relevant stakeholders that meet State and Commonwealth legislative and policy requirements regarding Departmental programs and projects, including environmental offsets.
- Liaise, negotiate, and advise government agencies, industry, academic institutions and the public on policy and technical information related to State and Commonwealth environmental values and environmental offsets.
- Share scientific expertise to enhance knowledge and skills across the branch, department, and industry. Offering clear advice and briefings to leadership and stakeholders as needed.

- Manage change sensitively, respond to uncertainty and changing priorities with flexibility and an outcome focus which helps others adapt and see the way forward.
- Manage workload, setting priorities, motivating, and developing an innovative, multi-disciplinary team to ensure successful offset project delivery.
- Support the Program Manager to deliver complex components of environmental offset reform projects.
- Working with limited direction and using sound independent judgement;
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

## Our people, our leaders, our values

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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 [Personal Leader](#). 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.

**We serve to make a difference | We build trust | We care | Open minds | Better together**

## Work Related Requirements

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*Read these requirements in context of the above contents.*

### Essential

1. A Bachelor of Science in a relevant discipline or an approved equivalent tertiary qualification in a relevant discipline.
2. You have considerable experience in using common data management and analysis software (e.g. Microsoft Power BI, SQL/Microsoft Access, ArcGIS/QGIS) and Python/R to develop data management and analysis solutions (*You deliver on high leverage areas*).
3. You have well-developed ability to conceptualise, analyse and evaluate information to develop practical solutions and make informed decisions. This includes experience critically reviewing studies and documents, and processing large amounts of information to provide innovative solutions (*You think through complexity*).
4. You have considerable knowledge and experience with Western Australian or Australian fauna and/or flora, including field work and application of this to provide relevant and contemporary technical advice (*You dynamically sense the environment*).
5. You have well-developed communication skills, with demonstrated ability to provide clear scientific, technical and policy advice, effectively liaise with stakeholders, and develop policies, guidelines, and protocols. This includes ability to communicate and exchange detailed scientific information at a high standard and professional level to technical and non-technical audiences (*You lead collectively*).
6. You have well-developed research and analytical skills with demonstrated ability to evaluate complex scientific data and provide evidence-based recommendations (*You think through complexity*).
7. You have well-developed communication skills and ability to provide clear scientific, technical and policy advice, effectively liaise with stakeholders, and develop policies, guidelines, and protocols (*You build capability*).

### Desirable

8. Demonstrated experience in reviewing and developing strategic environmental policy related to environmental offsets.
9. Experience liaising with government departments, environmental consultants and the community about environmental issues.

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Artwork: Developed by Nani Creative in collaboration with DWER and Wongutha artist and designer Kevin Wilson.



10. Familiarity with the National Pollutant Inventory's emission estimation techniques and usage of the Commonwealth's Online Reporting System.

### **Special Requirements**

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- The department will conduct a national police check before offering employment.