



Job Description Form

Environmental Officer

Position Number:	3033013	Portfolio:	Approvals
Classification:	Specified Calling Level 2	Reports to:	Manager Native Vegetation Regulation, SCL4
Location:	Joondalup	Direct Reports:	Nil

Description

The Environmental Officer is primarily responsible for efficiently assessing complex native vegetation clearing permit applications and proposing decisions to the Delegated Officer which are effective and enforceable, within target timeframes. The position is also responsible for resolving contentious issues that arise from native vegetation clearing permits and referrals in a timely manner. The position also assists with projects that support business process improvements and reform related to native vegetation regulation and other Departmental priorities.

Responsibilities

In context of above description, the role:

- The efficient assessment of native vegetation clearing permit applications, including complex and contentious applications, under Part V of the *Environmental Protection Act 1986*, within target time frames. This includes undertaking site inspections as required.
- The resolution of contentious issues which arise from native vegetation clearing permit applications and decisions, including clearing referrals.
- Assisting with projects that support business process improvements and reform related to native vegetation regulation and other Departmental priorities.
- Providing scientific advice to internal and external stakeholders and to inform consultation with industry, government and other stakeholders.
- Providing support to the agency's compliance, investigation and response functions.
- Developing, maintaining and sharing of expertise to improve knowledge and build capability throughout the Department.
- Undertakes additional duties as required within the skills and scope of the position capabilities and departmental needs.

Our people, our leaders, our values

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

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



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

Read these requirements in context of the above contents.

1. You hold a Bachelor of Science degree in a relevant discipline, or an approved equivalent tertiary qualification.
2. You have demonstrated ability to understand and apply relevant legislation, policy and regulatory frameworks and to contribute to developing, reviewing and implementing policies, procedures and guidance materials (you think through complexity).
3. You have demonstrated experience conducting environmental and/or regulatory assessments under limited supervision, including analysing and evaluating information, assessing risks and developing practical, evidence-based recommendations that support sound and defensible decisions (you think through complexity).
4. You have well-developed written and verbal communication skills to prepare high-quality correspondence, assessment documentation and reports, and to convey technical and regulatory information clearly to a range of audiences (you dynamically sense the environment).
5. You have demonstrated experience managing competing and shifting priorities, including coordinating work across multiple matters within a team environment to deliver agreed outputs to required quality standards and timeframes (you deliver on high leverage areas).
6. You have strong interpersonal skills and demonstrated experience engaging with a range of internal and external stakeholders to achieve outcomes. You work collaboratively, exercising sound judgement and professionalism, and contributing positively to a respectful workplace culture (you lead collectively).

Special requirements

- The department will conduct a national police check before offering employment.
- This position requires a current 'C' class WA Drivers Licence.