



Senior Environmental Officer

Job Reference	80003052
Classification	APS-6
Division	Australian Antarctic Division
Branch	Assets & Infrastructure
Section	Environmental Management
Location	Hobart, TAS – 203 Channel Highway, Kingston, Tas 7050
Employment Status	Ongoing (permanent)
Hours	Full-time
Security Clearance	Baseline

Who we are

The Australian Antarctic Division (AAD) is part of the Commonwealth Department of Agriculture, Water and the Environment. As primary agency for Australia's Antarctic Program (AAP), the AAD is responsible for achieving the Australian Government's Antarctic goals. These goals are: to maintain the Antarctic Treaty System and enhance Australia's influence within it; to protect the Antarctic environment; to understand the role of Antarctica in the global climate system; and to undertake scientific work of practical, economic and national significance. The AAD also has responsibility for administering the Australian Antarctic Territory and the Territory of Heard and McDonald Islands.

The Job

Reporting to and working with the Environmental Manager, the Senior Environmental Officer will also work closely with Environmental Systems Officer, the Assets and Infrastructure Branch and across the AAD to facilitate environmental assessment processes and a range of activities and components of the AAD's Environmental Management System (EMS).

The Senior Environmental Officer will work in a dynamic environment with multi-disciplinary teams, and be responsible for coordinating key components of AAD environmental management system with particular focus on supporting infrastructure planning and environmental assessment processes.

What we are looking for

- Demonstrated ability to interpret and support the implementation of contemporary environmental legislation (such as the Antarctic Treaty Environment Protection Act 1980 (ATEP Act) and the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) and the Antarctic Marine Living Resources Conservation Act 1981 (AMLR Act)) including:
 - knowledge and understanding of environmental impact assessment processes including monitoring and reporting requirements associated with environmental regulations and relevant standards.
 - working with Environmental Management Systems and demonstrated

understanding of the requirements of ISO14001.

- coordinating the development of Environmental Management Plans for activities including infrastructure building and maintenance activities as well as shipping and aviation operations.
- researching and translating complex scientific and technical information into practical management actions, policy and procedures and support their implementation.
- Demonstrated effective communication and interpersonal skills, including the ability to:
 - build and maintain strong relationships and effective communications within multi-disciplinary project teams and with a diverse range of internal and external stakeholders.
 - coordinate engagement across the AAD with stakeholders and subject matter experts relating to science, engineering, operations and environmental matters, including convening workshops and facilitating meetings between project teams, science advisors and external consultants on environmental issues.
 - productively contribute to the development of technical and non-technical reports, briefing papers, policies, guidelines and other documentation.
- Demonstrated effective project management skills including planning, implementation, reporting and problem solving in support of decision makers.
- Demonstrated ability to work effectively, autonomously or under minimum supervision in a small, high performing project team working to tight timeframes, with resilience and the ability to adapt to changes in priorities, project timelines and organisational needs.
- Proficiency with Microsoft Office tools (i.e. Word, Excel, Power Point) and electronic document management systems.

Desirable/Mandatory qualifications

- A relevant tertiary qualification from an Australian tertiary institution, or a comparable overseas institution, or demonstrated equivalent experience.
- An appreciation of the Antarctic environment and conditions is desirable, alternatively, the successful candidate may be required to undertake activities for periods of time in Antarctic and sub-Antarctic regions and therefore may be required to meet the following criteria:
 - Demonstrate the range of personal qualities and interpersonal skills necessary to perform as a successful team member within isolated Antarctic and subantarctic environments;
 - Be certified as fit for Antarctic service by the AAD's Polar Medicine Unit, after tests conducted by a medical practitioner nominated by the AAD;
 - Demonstrate an ability to effectively adapt and respond to the demands of living and working in an isolated and confined environment as determined by a psychological (adaptability) assessment.

Eligibility and other requirements

Citizenship - To be eligible for employment with the Department of Agriculture, Water and Environment you must be an Australian citizen.

Pre-employment Check - Your suitability for employment will be assessed through a pre-employment screening process. This process includes a requirement to undergo and satisfy a National Police Check, referee checks, character clearance and where required a pre-employment medical assessment, specified mandatory qualification(s) validation and a probation period of 6

months.

Security Clearance - This position requires a Baseline Security Clearance.

The successful applicant must hold and maintain an Australian drivers licence.

Statement of claims

Applicants are required to submit a current CV/resume and a statement of claims (**two page maximum**) outlining why you are interested in this position and why you believe that you have the skills, knowledge and experience to be considered for this role. Please provide examples which demonstrate your ability to perform the duties of the position.

The key areas, or points, listed above describe the particular skills, abilities, knowledge and where applicable the qualifications required to achieve the desired outcomes for the role and your statement of claims against these is an essential part of the shortlisting process. If shortlisted, applicants may be asked to attend an interview to provide further examples against these key areas/points to demonstrate their ability to perform the duties of the position.

Applicants must demonstrate the ways in which they will be of value for the job and the organisation. You must make sure that you adequately address each key area or point and cite evidence of your suitability. Do not simply state that you meet the requirements - it is essential that you provide examples from your current or past role(s) which demonstrates how you meet each of the key areas or points. You should focus on how your experience, achievements and capabilities will enable you to successfully undertake the responsibilities of the role(s).

The Australian Public Service Commission has produced an excellent guide to applying for jobs in the Australian Public Service. You can access this information at APSCs [Cracking the Code](#).

Work Health and Safety Obligations

All workers (APS1-Secretary) have a duty to take reasonable care for their own health and safety whilst at work, to ensure their acts or omissions do not adversely affect the health and safety of other persons and to comply with any reasonable instruction given to comply with the Work Health and Safety legislation.

All supervisors and managers (APS5-EL1) play a significant role by modelling safe work behaviours and clearly setting the standard for acceptable behaviour in the workplace. Supervisors and managers play a critical role in supporting 'Officers' to exercise due diligence and in consulting with duty holders.

An Officer (EL2-Secretary) makes and participates in making decisions that affect the whole or a substantial part of the department. Employees at the SES Band 2 and above classification are considered to be Officers under the Work Health and Safety Act 2011 (Cth) with all EL 2 and above required to complete officer due diligence training. Officers have a duty to be proactive and continuously ensure that the department complies with relevant duties and obligations.

RecruitAbility

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to participate in further assessment activity for the vacancy if you choose to apply under the scheme; declare you have a disability; and meet the minimum requirements for the position. For more information see <https://www.apsc.gov.au/recruitability>

Contact

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