

Role Profile

Role: Environmental Officer

Division: Environmental Services and Regulation

Classification stream: Professional Officer Level 2 (PO2)

Description

Environmental Officers work within the Environmental Services and Regulation (ESR) division of the Department of Environment and Science (DES). The division provides targeted, consistent and transparent regulation that facilitates sustainable development in Queensland. ESR proactively manages and monitors environmental risks through a modern and innovative regulatory framework that includes assessment, compliance, investigation and enforcement programs. ESR also provides extensive frontline services both centrally and regionally.

All Environmental Officers, regardless of classification level or position title provide a range of services under relevant legislation including the *Environmental Protection Act 1994*, *Sustainable Planning Act 2009*, *Waste Reduction and Recycling Act 2011*, *Coastal Protection and Management Act 1995*, *Queensland Heritage Act 1992* and a range of other related legislation. Environmental Officers regularly communicate with community groups, industry, the general public and all levels of government and may be required to participate in an on-call (after-hours) incident response.

Environmental Officers (PO2) work to improve the State's environmental performance by identifying environmental risks and providing scientific and technical support for a wide range of projects. Environmental Officers contribute to the implementation of environmental management and protection strategies and promote compliance with environmental, heritage and planning legislation and policies. This will involve undertaking compliance audits, advising, negotiating and consulting with industry, government and the community on environmental management issues. Environmental management issues include those impacting on land, air, water and people and include coastal development, mining, industrial activities (heavy industry and port operations), commercial activities, air pollution, noise pollution, and waste management. In some regions, a key focus is regulating development in relation to Queensland heritage places.

Environmental Officers within ESR will undertake either assessment or compliance activities. Assessment officers will be located in one of our specialised business centres which focus on a particular sector – minerals mining, coal mining, petroleum and gas, or industry and development – and will carry out assessments of the environmental risks associated with applications. Compliance officers will be located in one of our 15 offices around the state from which they will respond to incidents and complaints, visit high-risk sites to check on businesses environmental performance and help license holders understand their environmental obligations. Further information on the location of these centres and offices is in the branch specific information section below.

As an Environmental Officer you will be required to regularly undertake inspections or assessments and participate in inspections and investigations in regional and remote locations across Queensland. Officers must have the flexibility to participate in compliance field work as allocated by their Manager. This will require officers to routinely work away from your normal business centre, and reside in accommodation provided by the department on an as required basis in both regional and remote areas.

On occasion, officers may also be required to participate in lengthy inspection or investigation campaigns that require up to 7 days continuous compliance field work; this will be with appropriate compensation as per the relevant industrial instrument.

In addition, Environmental Officers may be required to participate in an on-call (after-hours) incident response roster.

DES has a culture which values results, professional growth, workforce diversity and a healthy balance between work and life commitments. As a DES employee, you will be actively encouraged and supported as an individual in an inclusive environment embracing our differences and applying diverse and inclusive thinking to our business.

DES offers a range of flexible work practices, learning and development opportunities, and study assistance.

DES is committed to the values of the Queensland Public Service: customers first; ideas into action; unleash potential; be courageous; and empower people.

Branch Specific Information

Environmental Services and Regulation (ESR) provides targeted, consistent and transparent regulation that facilitates sustainable development in Queensland. ESR proactively manages and monitors environmental risks through a modern and innovative regulatory framework that includes assessment, compliance, investigation and enforcement programs. ESR also provides extensive frontline services both centrally and regionally.

Minerals and North Queensland Compliance

Regional service delivery is managed through offices in Cairns and Townsville and covers an area from the Burdekin Shire in the south, west to Boulia and the Northern Territory border, and north to Cape York and the Torres Strait Islands. North Queensland includes a range of industry and commerce, including agriculture, livestock production, industrial development and includes the North West Mineral province where most of the state's large base metal mining operations are located.

Coal and Central Queensland Compliance

Regional service delivery is managed through offices in Gladstone, Emerald, Maryborough, Mackay, and Rockhampton. Central Queensland covers the coastal and hinterland areas from Bowen to south of Maryborough, extending inland beyond Emerald in the Central Highlands to the Desert Uplands of the central west. It includes the Fitzroy River Basin, the largest river catchment on the east coast of Australia, and most of Central Queensland's coalfields.

Energy Extractive and South West Queensland Compliance

Regional service delivery is managed through offices in Brisbane, Toowoomba, Ipswich, Charleville and Roma. South West Queensland covers the inland areas from Ipswich through to the Queensland/South Australia border. The branch delivers environmental assessment services in relation to petroleum and gas (including coal seam gas (CSG), liquefied natural gas industry, and conventional oil and gas), extractive and chemical industries and macropod management.

Industry Development and South East Queensland Compliance

Regional service delivery is managed through offices in Brisbane, Robina, Caboolture and Maroochydore. South East Queensland is a densely populated area including Brisbane and the Gold and Sunshine coasts. The branch delivers environmental assessment services in relation to industry and development. This includes the assessment of higher-risk activities and development proposals across a range of industries (e.g. waste management and industrial processes) and developments proposed within Queensland's extensive coastal and marine areas. Environmental assessments also focus on key state interests and physical and ecological processes, such as significant wetlands, coastal processes, contaminated land and other significant environmental values.

The Division also provides services through the following branches;

Strategy, Support and Compliance

The Strategy, Support and Compliance branch based in the Brisbane CBD plays a significant role in positioning the division as a benchmark for environmental regulation. Through the continued review and realignment of the division's strategic program, direction and compliance priorities, this branch sets the strategic service delivery framework for ESR.

Regulatory Capability and Customer Service

The Regulatory Capability and Customer Service Branch provides a diverse range of services to support frontline staff within ESR Division and across DES. Primarily located in the Brisbane CBD, the branch is responsible for key deliverables such as the implementation of DES's Regulatory Strategy, procurement and coordination of

training and education needs for DES, delivery of regulatory skills training, environmental impact assessments of major projects and provision of customer support services.

Litigation

Operating from Brisbane, Litigation conducts litigation work on behalf of the department, including prosecutions, development appeals and appeals against statutory department decisions in relation to environmental matters. The unit also provides strategic legal advice and direction on the department's regulatory actions and approaches.

Incident Response Unit

The Incident Response Unit provides expert environmental advice for general chemical, biological, radiological and nuclear (CBRN) incidents and pollution incidents. The unit manages and administers the department's after-hours on-call response service and provides support to regional compliance centres for 'medium' type incidents and manages 'major' incidents statewide. For marine pollution incidents, the unit provides oiled wildlife response, environmental and shoreline assessment, traditional owner liaison and waste management advice.

Organisational relationships

Environmental Officers:

- Work in multi-disciplinary teams
- Report to a Principal Environmental Officer on a day-to-day basis
- Regularly interact with senior officers including Compliance Delivery Manager, Compliance Program Manager, Directors, and Executive Directors
- Regularly liaise and consult with peers across regions and business centres; and
- Regularly liaise and consult with staff in other departments such as Department of Natural Resources, Mines and Energy (DNRME), Department of Agriculture and Fisheries (DAF), Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP).

Customers

Environmental Officers liaise and consult with a number of external customers including:

- Business and industry operators including public utilities
- Members of the public
- Community and Industry groups
- Local governments
- A variety of other federal and state government agencies
- Indigenous land holders and councils; and
- Landholders.

Engagement with external customers may be undertaken through site inspections, one-on-one meetings, providing resources and information via fact sheets or reports. Engagement may also be undertaken by attendance at public meetings or forums.

Responsibilities

All Environmental Officers (PO2) have a responsibility to:

- Communicate, consult, liaise, advise and negotiate with community groups, industry, the general public, and all levels of government on environmental issues.
- Prepare written correspondence for a variety of audiences including briefing notes, reports, statutory notices, departmental alerts and information documents.
- Actively participate in team planning, discussions and debriefings; and
- Carry out duties consistent with contemporary Administrative Decision Making Principles (training provided by the department).

Specific responsibilities of Environmental Officers (PO2) working in **assessment** are outlined below:

- Assess applications for proposed and existing industrial activities (i.e. development, resource, petroleum, environmentally relevant) against the relevant legislation, and administer other relevant dealings under legislation, including new, amendment, surrender and financial assurance applications.
- Assist with pre-lodgement meetings to advise prospective applicants on relevant application processes, application requirements and other relevant legislative and policy requirements
- Assist in the assessment of environmental impact statements on issues such as coastal development, contaminated land and mining activities by liaising and consulting with the Commonwealth where applicable; and
- Review technical reports for approvals such as Plans of Operations and Monitoring Reports.

Published on DES Disclosure Log
RTI Act 2009

Specific responsibilities of Environmental Officers (PO2) working in a **compliance** role are outlined below:

- Participate in site inspections including planning and conducting site inspections, assisting in gathering evidence to support enforcement actions, and making recommendations to management on environmental issues; and
- Respond to and investigate environmental complaints and environmental incidents to achieve environmental outcomes.

In addition, all employees are accountable for complying with health and safety policies and procedures, incident and hazard reporting, and safe work practices and actively participating in relevant training and review of activities such as risk assessments.

All employees, both during and after ceasing work with DES, also have an obligation to actively protect and safeguard confidential, sensitive and proprietary information to prevent the unauthorised disclosure of departmental information.

Capabilities

Each role in DES is comprised of leadership, technical, professional and business capabilities. Together, these capabilities define the requirements needed to effectively perform in the required role.

The capabilities below are the key capabilities required for Environmental Officers (PO2).

Leadership capabilities

An Environmental Officer (PO2) requires the *leadership* capabilities outlined below to be appointed to the role:

Vision:	<ol style="list-style-type: none">1. Understands how their work aligns to organisational objectives2. Acts proactively3. Responds flexibly to change4. Focuses on customers5. Seeks continuous improvement
Results:	<ol style="list-style-type: none">6. Focuses on performance7. Manages internal and external relationships8. Supports others' capability development9. Gives constructive feedback
Accountability:	<ol style="list-style-type: none">10. Models professional and ethical behaviour11. Displays rigour in analysis12. Applies specialist knowledge and skills13. Commits to personal development

Technical capabilities

An Environmental Officer (PO2) requires the following essential *technical* capabilities to be appointed to either an assessment or compliance role:

- Understanding of principles and practices of environmental management
- Interpret and apply relevant legislation (training provided by the department)
- Exercise of regulatory powers (training provided by the department)
- Administrative decision making (training provided by the department)
- Research and analysis
- Problem identification and solving
- Basic negotiation
- Interpersonal communication skills
- Technical writing
- Identification of environmental values
- Understanding of environmental risk assessment.
- Emergency and incident response management (training in departmental specific system provided).

The following desirable *technical* capabilities would assist the Environmental Officer (PO2) in their role:

- 4-wheel-driving
- Business writing skills
- Basic project management skills
- Consultation skills.

Environmental Officers (PO2) working in assessment will require these additional essential technical capabilities:

- Determination of appropriate mitigation measures

Environmental Officers (PO2) working in compliance will require these additional essential technical capabilities:

- Conduct personal and site safety risk assessments
- Apply correct sampling and measurement methods and procedures
- Apply correct monitoring methods and procedures
- Use of spatial information systems.

Professional capabilities

University degree (undergraduate and/or postgraduate) from a recognised tertiary institution in environmental management; chemical, forensic, physical, geological, hydrological, environmental, applied and biological sciences; environmental engineering. Other closely related disciplines may be considered.

Business capabilities

Environmental Officers (PO2) have no formal financial or human resource delegations. However, it is advantageous for Environmental Officers to have a sound understanding of:

- Legislation under the environment and heritage portfolio as well as other State and Commonwealth legislation impacting on DES's legislation and operations
- Department's Regulatory Strategy
- Organisational structure, the functions and business of the departments and the department's divisions
- Financial processes and procedures, including use of corporate cards.

On appointment the department will provide Environmental Officers with mandatory training in order for them to safely and effectively carry out their responsibilities. Environmental Officers will also have opportunities to participate in a range of learning and development options to develop their skills and career options.

Qualifications

To be appointed to an Environmental Officer role in the professional officer stream, candidates must have a university degree (undergraduate and/or postgraduate) from a recognised tertiary institution in environmental management; chemical, forensic, physical, geological, hydrological, environmental, applied and biological sciences; environmental engineering. Other closely related disciplines may be considered.

Licences

Environmental Officers are required to have an unrestricted driver's license, and be prepared to obtain a manual licence if they do not already have one. Officers are required to drive government vehicles, including four wheel drives as a part of their day-to-day and field work.

Medical requirements

Environmental Officers may be required to have vaccinations in order to safely carry out the duties of their role. These vaccinations would include Q Fever, tetanus and hepatitis A and B.

Employment Screening

Employment screening processes may occur when applying for this role. A discipline check for applicants who are working or have previously worked in the public sector may be undertaken.

All applicants to roles in DES are required to declare in writing any criminal history as part of their application process.

Please note that the possession of a criminal record will not automatically exclude an applicant as the nature of the circumstances of any offence/s is taken into consideration.

Career pathways

Within the Environmental Officer occupational group there are three levels:

- Environmental Officer;
- Senior Environmental Officer;
- Principal Environmental Officer.

An Environmental Officer may progress to a Senior Environmental Officer position if they can meet the requirements and capabilities of the position through an application process. An Environmental Officer may also apply to switch between the assessment and compliance roles.

Departmental employees working in a PO2 role may be eligible for progression to PO3 once they have spent at least 12 months at the top pay point of the PO2 classification and have met other prescribed criteria. Further information is available in the [DES progression procedure](#).

With the skills developed in the Environmental Officer role, career options within the department include progressing to higher level roles within the occupational group including team leader and manager. Other opportunities exist within the division in areas such as Regulatory Capability and Customer Service in environmental assessment roles. Within the department, opportunities exist within policy development and environmental planning.

Salary and entitlements

- For details on the salary range visit [Salary Schedule](#)
- For details on the minimum terms and conditions of employment please see the [Employment Information Statement](#).
- Employees have access to a range of entitlements and benefits including:
 - Four weeks annual leave
 - annual salary increases (increments) based on performance within the current classification
 - flexible work practices
 - salary packaging
 - superannuation
- Employees based in offices in areas of south-west, central-west and north Queensland accrue an additional week of annual leave each year (a total of 25 days) and are paid a 14% leave loading in December each year; please see the map below for details.
- Where weekend work is a part of the role, a roster system is in place. Weekend penalty rates are also available to employees where relevant.
- Personal Protective Equipment (PPE) required to safely undertake the responsibilities of the role will also be provided on appointment.
- Employees may also be eligible for a locality allowance dependant on their regional location; eligible locations include Charleville, Cairns, Emerald, Gladstone, Rockhampton and Roma.

For further information on benefits and conditions offered by the Department of Environment and Science (DES) visit [Working for DES](#).



Approved: 08/07/2015
Reviewed: April 2017
DES ID: 201545
Version: 1.1

Role Profile

Role: Senior Environmental Officer (Community Engagement)

Division: Environmental Services and Regulation

Classification stream: Professional Officer Level 3 (PO3)

Description

Senior Environmental Officers (Community Engagement) work within the Environmental Services and Regulation (ESR) division of the Department of Environment and Science (DES). The division provides targeted, consistent and transparent regulation that facilitates sustainable development in Queensland. ESR proactively manages and monitors environmental risks through a modern and innovative regulatory framework that includes assessment, compliance, investigation and enforcement programs. ESR also provides extensive frontline services both centrally and regionally.

All Environmental Officers, regardless of classification level or position title provide a range of services under relevant legislation including the *Environmental Protection Act 1994*, *Sustainable Planning Act 2009*, *Waste Reduction and Recycling Act 2011*, *Coastal Protection and Management Act 1995*, *Queensland Heritage Act 1992* and a range of other related legislation.

Through regular, proactive communication, Senior Environmental Officers (Community Engagement) help build, strengthen and maintain DES's relationships with business, industry and the community. This includes using digital media as a platform for communication, planning and decision making.

Senior Environmental Officers (Community Engagement) work to improve the State's environmental performance by working with the community as a public face of the department and support the identification environmental risks. These risks may include environmental management issues impacting on land, air, water and people and include coastal development, mining, industrial activities (heavy industry and port operations), commercial activities, air pollution, noise pollution, and waste management.

As part of their community engagement activities, officers will attend relevant trade shows, government events, environmental forums, business and industry shows to promote and educate communities on the work of the department and to build effective working relationships with key stakeholders. Their work will also include visiting businesses and industry to advise these groups on what innovative environmental measures could be implemented to ensure the client meets their environmental requirements.

As a Senior Environmental Officer (Community Engagement) you will be required to work in regional communities throughout Queensland. There will be work outside normal business hours due to the need to attend community events and travel throughout regional locations is also required. Officers may be required to participate in an on-call (after-hours) incident response.

DES has a culture which values results, professional growth, workforce diversity and a healthy balance between work and life commitments. As a DES employee, you will be actively encouraged and supported as an individual in an inclusive environment embracing our differences and applying diverse and inclusive thinking to our business.

DES offers a range of flexible work practices, learning and development opportunities, and supports employees seeking to continue their studies.

DES is committed to the values of the Queensland Public Service: customers first; ideas into action; unleash potential; be courageous; and empower people.

Branch Specific Information

Environmental Services and Regulation (ESR) provides targeted, consistent and transparent regulation that facilitates sustainable development in Queensland. ESR proactively manages and monitors environmental risks through a modern and innovative regulatory framework that includes assessment, compliance, investigation and enforcement programs. ESR also provides extensive frontline services both centrally and regionally.

Minerals and North Queensland Compliance

Regional service delivery is managed through offices in Cairns and Townsville and covers an area from the Burdekin Shire in the south, west to Boulia and the Northern Territory border, and north to Cape York and the Torres Strait Islands. North Queensland includes a range of industry and commerce, including agriculture, livestock production, industrial development and includes the North West Mineral province where most of the state's large base metal mining operations are located.

Coal and Central Queensland Compliance

Regional service delivery is managed through offices in Gladstone, Emerald, Maryborough, Mackay, and Rockhampton. Central Queensland covers the coastal and hinterland areas from Bowen to south of Maryborough, extending inland beyond Emerald in the Central Highlands to the Desert Uplands of the central west. It includes the Fitzroy River Basin, the largest river catchment on the east coast of Australia, and most of Central Queensland's coalfields.

Energy Extractive and South West Queensland Compliance

Regional service delivery is managed through offices in Brisbane, Toowoomba, Ipswich, Charleville and Roma. South West Queensland covers the inland areas from Ipswich through to the Queensland/South Australia border. The branch delivers environmental assessment services in relation to petroleum and gas (including coal seam gas (CSG), liquefied natural gas industry, and conventional oil and gas), extractive and chemical industries and macropod management.

Industry Development and South East Queensland Compliance

Regional service delivery is managed through offices in Brisbane, Robina, Caboolture and Maroochydore. South East Queensland is a densely populated area including Brisbane and the Gold and Sunshine coasts. The branch delivers environmental assessment services in relation to industry and development. This includes the assessment of higher-risk activities and development proposals across a range of industries (e.g. waste management and industrial processes) and developments proposed within Queensland's extensive coastal and marine areas. Environmental assessments also focus on key state interests and physical and ecological processes, such as significant wetlands, coastal processes, contaminated land and other significant environmental values.

The Division also provides services through the following branches;

Strategy, Support and Compliance

The Strategy, Support and Compliance branch based in the Brisbane CBD plays a significant role in positioning the division as a benchmark for environmental regulation. Through the continued review and realignment of the division's strategic program, direction and compliance priorities, this branch sets the strategic service delivery framework for ESR.

Regulatory Capability and Customer Service

The Regulatory Capability and Customer Service Branch provides a diverse range of services to support frontline staff within ESR Division and across DES. Primarily located in the Brisbane CBD, the branch is responsible for key deliverables such as the implementation of DES's Regulatory Strategy, procurement and coordination of training and education needs for DES, delivery of regulatory skills training, environmental impact assessments of major projects and provision of customer support services.

Litigation

Operating from Brisbane, Litigation conducts litigation work on behalf of the department, including prosecutions, development appeals and appeals against statutory department decisions in relation to environmental matters. The unit also provides strategic legal advice and direction on the department's regulatory actions and approaches.

Incident Response Unit

The Incident Response Unit provides expert environmental advice for general chemical, biological, radiological and nuclear (CBRN) incidents and pollution incidents. The unit manages and administers the department's after-hours on-call response service and provides support to regional compliance centres for 'medium' type incidents and manages 'major' incidents statewide. For marine pollution incidents, the unit provides oiled wildlife response, environmental and shoreline assessment, traditional owner liaison and waste management advice.

Organisational relationships

Senior Environmental Officers (Community Engagement) (PO3):

- Work closely with the Environmental Officer (Community Engagement) in their region
- Work with other community engagement officers across the state
- Report to a Team Leader on a day-to-day basis
- Regularly interact with senior officers including Managers, Directors, and Executive Directors
- Regularly liaise and consult with peers across regions and business centres; and
- Regularly liaise and consult with staff in other departments such as Department of Natural Resources, Mines and Energy (DNRME) and Department of Agriculture and Fisheries (DAF).

Customers

Senior Environmental Officers (Community Engagement) (PO3) liaise and consult with a number of external customers including:

- Business and industry operators including public utilities
- Members of the public
- Community and Industry groups
- Local governments
- A variety of other federal and state government agencies
- Indigenous land holders and councils; and
- Landholders and the broader community.

Engagement with external customers may be undertaken through one-on-one, community and industry meetings, workshops and information sessions, telephone, and email. Engagement may also be undertaken by attendance at public meetings, trade shows, government events, environmental forums, and business and industry shows.

Responsibilities

All Environmental Officers (Community Engagement) have a responsibility to:

- Assist in advising and educating community groups, industry and members of the public on environmental management matters and responsibilities through external and internal presentations; participation in workshops, conferences, forums; via face-to-face meetings, tele/video conferencing, site meetings/inspections.
- Identify environmental management and regulation risks for referral to relevant business centres for further investigation and planning.
- Communicate, consult, liaise, advice, and negotiate with community groups, industry, the general public, and all levels of the department on environmental issues.
- Prepare written correspondence for a variety of audiences including ministerial briefings, statutory notices, departmental alerts, information documents; and
- Actively participate in team planning, discussions and debriefings.

Specific responsibilities of a Senior Environmental Officers (Community Engagement) (PO3) are outlined below:

- Lead preventative and targeted compliance activities including planning and conducting site inspections, gathering evidence to support enforcement actions, and making recommendations to management on environmental issues.
- Conduct environmental risk assessment of sites via a compliance and risk evaluation tool
- Contribute to identifying clusters of environmental issues and make recommendations for targeted compliance programs and contribute to identifying, analysing and solution design for complex environmental problems (environmental problem solving).
- Respond to and investigate environmental complaints and environmental incidents to achieve environmental outcomes.
- Use statutory tools and make recommendations for enforcement action in accordance with departmental enforcement guidelines; and
- Plan and manage integrated marketing and communications campaigns and plans, consistent with the respective divisional priorities.
- Event management.
- Develop and implement strategies and activities for delivery on social media channels.
- Undertake the development of education and communication materials to promote the work ESR undertakes within the community where the officer is located, and
- Develop and maintain effective networks with internal and external clients, interest groups, other government agencies, the general public and other stakeholders.

In addition, all employees are accountable for complying with health and safety policies and procedures, incident and hazard reporting, and safe work practices and actively participating in relevant training and review of activities such as risk assessments.

All employees, both during and after ceasing work with DES, also have an obligation to actively protect and safeguard confidential, sensitive and proprietary information to prevent the unauthorised disclosure of departmental information.

Capabilities

Each role in DES is comprised of leadership, technical, professional and business capabilities. Together, these capabilities define the requirements needed to effectively perform in the required role.

The capabilities below are the key capabilities required for Senior Environmental Officers (Community Engagement) (PO3).

Leadership capabilities

A Senior Environmental Officer (Community Engagement) (PO3) requires the *leadership* capabilities outlined below to be appointed to the role:

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- | | |
|------------------------|--|
| Vision: | <ol style="list-style-type: none">1. Understands how their work aligns to organisational objectives2. Acts proactively3. Responds flexibly to change4. Focuses on customers5. Seeks continuous improvement |
| Results: | <ol style="list-style-type: none">6. Focuses on performance7. Manages internal and external relationships8. Supports others' capability development9. Gives constructive feedback |
| Accountability: | <ol style="list-style-type: none">10. Models professional and ethical behaviour11. Displays rigour in analysis12. Applies specialist knowledge and skills13. Commits to personal development |
-

Technical capabilities

A Senior Environmental Officer (Community Engagement) (PO3) requires the following essential *technical* capabilities:

- Application of principles and practices of environmental management
- Interpret and apply relevant legislation (training provided by the department)
- Exercise of regulatory powers (training provided by the department)
- Administrative decision making (training provided by the department)
- Research and analysis
- Problem identification and solving
- Communicate with influence
- Consultation
- High level written communication skills including preparation of complex, sensitive material
- Intermediate project management.
- Application of environmental risk assessment
- Comprehension and critical evaluation of technical information and data.
- Basic investigative skills
- Collection of evidence
- Conduct personal and site safety risk assessments
- Emergency and incident response management (training in departmental specific system provided)
- Apply correct sampling and measurement methods and procedures
- Apply correct monitoring methods and procedures
- Use of spatial information systems
- Event management.

The following desirable *technical* capabilities would assist the Senior Environmental Officer (PO3) in their role:

- 4-wheel-driving

Professional capabilities

University degree (undergraduate and/or postgraduate) from a recognised tertiary institution in environmental management; chemical, forensic, physical, geological, hydrological, environmental, applied and biological sciences; environmental engineering, business, communication, and marketing. Other closely related disciplines may be considered.

Business capabilities

Senior Environmental Officers (Community Engagement) (PO3) have no formal financial or human resource delegations. However, it is advantageous for Senior Environmental Officers (Community Engagement) to have a sound understanding of:

- Legislation under the environment and heritage portfolio as well as other State and Commonwealth legislation impacting on DES's legislation and operations
- Department's Regulatory Strategy
- Organisational structure, the functions and business of the departments and the department's divisions
- Business planning
- Financial processes and procedures, including use of corporate cards.
- Procurement processes and procedures.

On appointment the department will provide Senior Environmental Officers (Community Engagement) with mandatory training in order for them to safely and effectively carry out their responsibilities. Senior Environmental Officers (Community Engagement) will also have opportunities to participate in a range of learning and development options to develop their skills and career options.

Qualifications

To be appointed to a Senior Environmental Officer (Community Engagement) role in the professional officer stream, candidates must have a university degree (undergraduate and/or postgraduate) from a recognised tertiary institution in environmental management; chemical, forensic, physical, geological, hydrological, environmental, applied and biological sciences; environmental engineering, business, communication, and marketing. Other closely related disciplines may be considered.

Licences

Senior Environmental Officers (Community Engagement) are required to have an unrestricted driver's license, and be prepared to obtain a manual licence if they do not already have one. Officers are required to drive government vehicles, including four wheel drives as a part of their day-to-day and field work.

Medical Requirements

Senior Environmental Officers (Community Engagement) may be required to have vaccinations in order to safely carry out the duties of their role. These vaccinations would include Q Fever, tetanus and hepatitis A and B.

Employment Screening

Employment screening processes may occur when applying for this role. A discipline check for applicants who are working or have previously worked in the public sector may be undertaken.

All applicants to roles in DES are required to declare in writing any criminal history as part of their application process.

Please note that the possession of a criminal record will not automatically exclude an applicant as the nature of the circumstances of any offence/s is taken into consideration.

Career pathways

Within the Environmental Officer (Community Engagement) occupational group there are three levels:

- Environmental Officer (Community Engagement) PO2
- Senior Environmental Officer (Community Engagement) PO3
- Team Leader AO7.

An Environmental Officer (Community Engagement) may progress to a Senior Environmental Officer position if they can meet the requirements and capabilities of the position through an application process. An Environmental Officer (Community Engagement) may also move laterally to Environmental Officer roles within compliance or assessment.

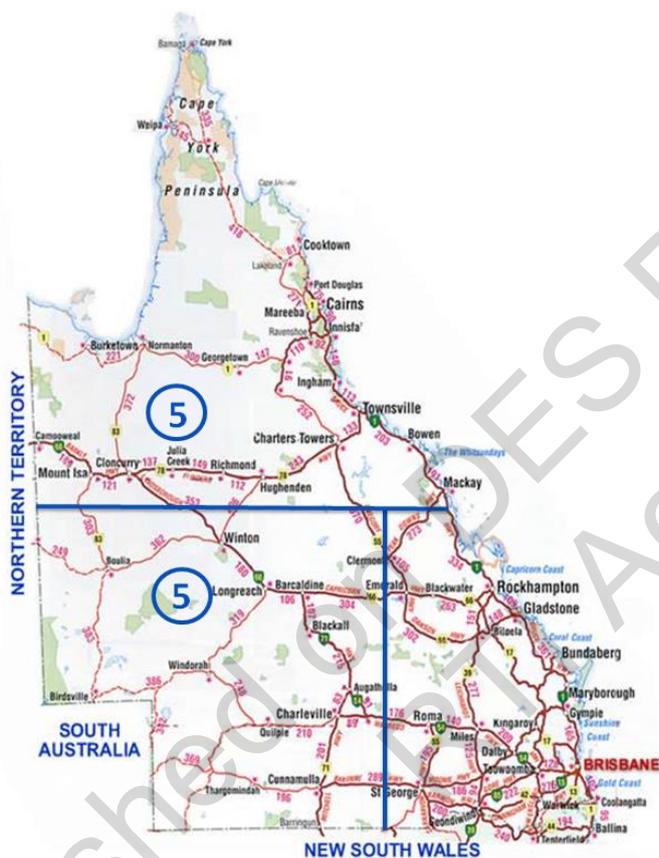
With the skills developed in the Environmental Officer role, career options within the department include progressing to higher level roles within the occupational group including team leader and manager. Other opportunities exist within the division in areas such as Regulatory Capability and Customer Service in environmental assessment roles. Within the department, opportunities exist within policy development and environmental planning.

Salary and entitlements

- For details on the salary range visit [Salary Schedule](#)
- For details on the minimum terms and conditions of employment please see the [Employment Information Statement](#).
- Employees have access to a range of entitlements and benefits including:
 - Four weeks annual leave
 - annual salary increases (increments) based on performance within the current classification
 - flexible work practices

- salary packaging
- superannuation
- Employees based in offices in areas of south-west, central-west and north Queensland accrue an additional week of annual leave each year (a total of 25 days) and are paid a 14% leave loading in December each year; please see the map below for details.
- Where weekend work is a part of the role, a roster system is in place. Weekend penalty rates are also available to employees where relevant.
- Personal Protective Equipment (PPE) required to safely undertake the responsibilities of the role will also be provided on appointment.
- Employees may also be eligible for a locality allowance dependant on their regional location; eligible locations include Charleville, Cairns, Emerald, Gladstone, Rockhampton and Roma.
- Access to relocation expenses will depend on individual circumstances and will differ according to your place of origin and your destination.

For further information on benefits and conditions offered by the Department of Environment and Science (DES) visit [Working for DES](#).



Approved: 22/06/17
 Reviewed: N/A
 DES ID: 201702
 Version: 1.0

Role Profile

Role: Principal Environmental Officer

Division: Environmental Services and Regulation

Classification stream: Professional Officer Level 4 (PO4)

Description

Principal Environmental Officers work within the Environmental Services and Regulation (ESR) division of the Department of Environment and Science (DES). The division provides targeted, consistent and transparent regulation that facilitates sustainable development in Queensland. ESR proactively manages and monitors environmental risks through a modern and innovative regulatory framework that includes assessment, compliance, investigation and enforcement programs. ESR also provides extensive frontline services both centrally and regionally.

All Environmental Officers, regardless of classification level or position title provide a range of services under relevant legislation including the *Environmental Protection Act 1994*, *Sustainable Planning Act 2009*, *Waste Reduction and Recycling Act 2011*, *Coastal Protection and Management Act 1995*, *Queensland Heritage Act 1992* and a range of other related legislation. Environmental Officers regularly communicate with community groups, industry, the general public and all levels of government and may be required to participate in an on-call (after-hours) incident response.

Principal Environmental Officers (PO4) work to improve the State's environmental performance by identifying environmental risks and providing scientific and technical support for a wide range of projects. Principal Environmental Officers contribute to the implementation of environmental management and protection strategies and promote compliance with environmental heritage and planning legislation and policies. This will involve undertaking compliance audits, advising, negotiating and consulting with industry, government and the community on environmental issues. Environmental management issues include those impacting on land, air, water and people and include coastal development, mining, industrial activities (heavy industry and port operations), commercial activities, air pollution, noise pollution, and waste management. In some regions, a key focus is regulating development in relation to Queensland heritage places.

Principal Environmental Officers within ESR will undertake either assessment or compliance activities. Assessment officers will be located in one of our specialised business centres which focus on a particular sector – minerals mining, coal mining, petroleum and gas, or industry and development – and will carry out assessments of the environmental risks associated with applications. Compliance officers will be located in one of our 15 offices around the state from which they will respond to incidents and complaints, visit high-risk sites to check on businesses environmental performance and help license holders understand their environmental obligations. Further information on the location of these centres and offices is in the branch specific information section below.

As a Principal Environmental Officer you will be required to regularly undertake and/or lead inspections or assessments and participate in inspections and investigations in regional and remote locations across Queensland. Officers must have the flexibility to participate in compliance field work as allocated by their Manager. This will require officers to routinely work away from your normal business centre, and reside in accommodation provided by the department on an as required basis in both regional and remote areas.

On occasion, officers may also be required to participate in lengthy inspection or investigation campaigns that require up to 7 days continuous compliance field work; this will be with appropriate compensation as per the relevant industrial instrument.

In addition, Principal Environmental Officers may be required to participate in an on-call (after-hours) incident response roster.

DES has a culture which values results, professional growth, workforce diversity and a healthy balance between work and life commitments. As a DES employee, you will be actively encouraged and supported as an individual in an inclusive environment embracing our differences and applying diverse and inclusive thinking to our business.

DES offers a range of flexible work practices, learning and development opportunities, and study assistance.

DES is committed to the values of the Queensland Public Service: customers first; ideas into action; unleash potential; be courageous; and empower people.

Branch Specific Information

Environmental Services and Regulation (ESR) provides targeted, consistent and transparent regulation that facilitates sustainable development in Queensland. ESR proactively manages and monitors environmental risks through a modern and innovative regulatory framework that includes assessment, compliance, investigation and enforcement programs. ESR also provides extensive frontline services both centrally and regionally.

Minerals and North Queensland Compliance

Regional service delivery is managed through offices in Cairns and Townsville and covers an area from the Burdekin Shire in the south, west to Boulia and the Northern Territory border, and north to Cape York and the Torres Strait Islands. North Queensland includes a range of industry and commerce, including agriculture, livestock production, industrial development and includes the North West Mineral province where most of the state's large base metal mining operations are located.

Coal and Central Queensland Compliance

Regional service delivery is managed through offices in Gladstone, Emerald, Maryborough, Mackay, and Rockhampton. Central Queensland covers the coastal and hinterland areas from Bowen to south of Maryborough, extending inland beyond Emerald in the Central Highlands to the Desert Uplands of the central west. It includes the Fitzroy River Basin, the largest river catchment on the east coast of Australia, and most of Central Queensland's coalfields.

Energy Extractive and South West Queensland Compliance

Regional service delivery is managed through offices in Brisbane, Toowoomba, Ipswich, Charleville and Roma. South West Queensland covers the inland areas from Ipswich through to the Queensland/South Australia border. The branch delivers environmental assessment services in relation to petroleum and gas (including coal seam gas (CSG), liquefied natural gas industry, and conventional oil and gas), extractive and chemical industries and macropod management.

Industry Development and South East Queensland Compliance

Regional service delivery is managed through offices in Brisbane, Robina, Caboolture and Maroochydore. South East Queensland is a densely populated area including Brisbane and the Gold and Sunshine coasts. The branch delivers environmental assessment services in relation to industry and development. This includes the assessment of higher-risk activities and development proposals across a range of industries (e.g. waste management and industrial processes) and developments proposed within Queensland's extensive coastal and marine areas. Environmental assessments also focus on key state interests and physical and ecological processes, such as significant wetlands, coastal processes, contaminated land and other significant environmental values.

The Division also provides services through the following branches;

Strategy, Support and Compliance

The Strategy, Support and Compliance branch based in the Brisbane CBD plays a significant role in positioning the division as a benchmark for environmental regulation. Through the continued review and realignment of the division's strategic program, direction and compliance priorities, this branch sets the strategic service delivery framework for ESR.

Regulatory Capability and Customer Service

The Regulatory Capability and Customer Service Branch provides a diverse range of services to support frontline staff within ESR Division and across DES. Primarily located in the Brisbane CBD, the branch is responsible for key deliverables such as the implementation of DES's Regulatory Strategy, procurement and coordination of

training and education needs for DES, delivery of regulatory skills training, environmental impact assessments of major projects and provision of customer support services.

Litigation

Operating from Brisbane, Litigation conducts litigation work on behalf of the department, including prosecutions, development appeals and appeals against statutory department decisions in relation to environmental matters. The unit also provides strategic legal advice and direction on the department's regulatory actions and approaches.

Incident Response Unit

The Incident Response Unit provides expert environmental advice for general chemical, biological, radiological and nuclear (CBRN) incidents and pollution incidents. The unit manages and administers the department's after-hours on-call response service and provides support to regional compliance centres for 'medium' type incidents and manages 'major' incidents statewide. For marine pollution incidents, the unit provides oiled wildlife response, environmental and shoreline assessment, traditional owner liaison and waste management advice.

Organisational relationships

Principal Environmental Officers:

- Work in multi-disciplinary teams
- Report to a Manager on a day-to-day basis
- Regularly interact with senior officers in the region including managers and Regional Executive Director
- Regularly consult with peers across regions and business centres; and
- Regularly consult with staff in other departments such as Department of Natural Resources, Mines and Energy (DNRME), Department of Agriculture and Fisheries (DAF), Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP).

Customers

Principal Environmental Officers work and consult with a number of external customers including:

- Business and industry operators including public utilities
- Members of the public
- Community and Industry groups
- Local governments
- A variety of other federal and state government agencies
- Indigenous land holders, councils and community groups
- Landholders
- Government Ministers and other representatives of the government.

Engagement with external customers may be undertaken through site inspections, one-on-one meetings, providing resources and information via fact sheets or reports. Engagement may also be undertaken by attendance at public meetings or forums.

Responsibilities

All Principal Environmental Officers (PO4) have a responsibility to:

- Advise and educate community groups, industry and all levels of government on environmental matters, environmental responsibilities and implementation of relevant legislation through external and internal presentations, workshops, forums, meetings, and conferencing.
- Develop strong collaborative strategic partnerships through consultation, negotiation and developing networks.
- Prepare well-researched policy option papers, briefings, reports, submissions and contribute to the preparation of speeches and other executive level correspondence.
- Provide leadership within a team through supervising, mentoring and peer review for other team members
- Actively contribute to and prepare team plans, discussions and debriefings.

- Understand and applying the Department's Regulatory Strategy; and
- Carry out duties consistent with contemporary Administrative Decision Making Principles (training provided by the department)

Specific responsibilities of Principal Environmental Officers (PO4) working in **assessment** are outlined below:

- Assess applications for proposed development and/or activities lodged with other Queensland government agencies including assessment of the environmental risk and providing technical advice regarding approvals and conditioning.
- Assess applications for proposed and existing industrial (i.e. development, resource, petroleum, environmentally relevant activities) activities lodged directly with the department including assessing application requirements and environmental risk and condition approvals.
- Lead pre-lodgement meetings to advise prospective applicants on relevant application processes, application requirements and other relevant legislative and policy requirements.
- Assess environmental impact statements on issues such as coastal development, contaminated land and mining activities by liaising and consulting with the Commonwealth government on projects that require offsets where applicable.
- Manage multiple assessments across a team.
- Review technical reports and scientific papers; and
- Provide advice to the Department of State Development regarding high-risk State significant projects being assessed through the Environmental Impact Statement process (EIS).

Specific responsibilities of Principal Environmental Officers (PO4) working in **compliance** are outlined below:

- Lead preventative and targeted compliance activities including planning and conducting site inspections, gathering evidence to support enforcement actions, and making recommendations to management.
- Conduct environmental risk assessment of sites via a compliance and risk evaluation tool.
- Contribute to identifying clusters of environmental issues and make recommendations for targeted compliance projects.
- Contribute to identifying, analysing and solution design for complex environmental problems (environmental problem solving).
- Respond to and investigate environmental complaints and environmental incidents to achieve environmental outcomes.
- Use statutory tools and make recommendations for enforcement action in accordance with departmental enforcement guidelines; and
- Support the assessment and conditioning of applications for environmental approvals under relevant legislation.

Some Principal Environmental Officers will also be required to undertake **team leader** responsibilities including:

- Day-to-day supervision of staff within their team and ensuring that the services or deliverables of the team are coordinated, managed and monitored effectively.
- Monitoring and reviewing outputs, processes and procedures
- Overseeing the day-to-day operations of the team.

In addition, all employees are accountable for complying with health and safety policies and procedures, incident and hazard reporting, and safe work practices and actively participating in relevant training and review of activities such as risk assessments.

All employees, both during and after ceasing work with DES, also have an obligation to actively protect and safeguard confidential, sensitive and proprietary information to prevent the unauthorised disclosure of departmental information.

Capabilities

Each role in DES is comprised of leadership, technical, professional and business capabilities. Together, these capabilities define the requirements needed to effectively perform in the required role. The capabilities below are the key capabilities required for Principal Environmental Officers (PO4).

Leadership capabilities

A Principal Environmental Officer (PO4) requires the *leadership* capabilities outlined below to be appointed to the role:

Vision:

1. Understands how their work aligns to organisational objectives
2. Acts proactively
3. Responds flexibly to change
4. Focuses on customers
5. Seeks continuous improvement

Results:

6. Focuses on performance
7. Manages internal and external relationships
8. Supports others' capability development
9. Gives constructive feedback

Accountability:

10. Models professional and ethical behaviour
11. Displays rigour in analysis
12. Applies specialist knowledge and skills
13. Commits to personal development

Technical capabilities

A Principal Environmental Officer (PO4) requires the following **essential technical** capabilities to be appointed:

- Expertise in environmental management
- Interpret and apply relevant legislation
- Exercise regulatory powers (training provided by the department)
- Administrative decision making (training provided by the department)
- Conceptual skills
- Incident Response practices
- Research and analysis
- Problem Solving
- Complex conflict management
- Stakeholder engagement and partnering
- Negotiation
- Communicate with influence
- Consultation
- High level written communication skills including preparation of complex, sensitive material
- Intermediate project management
- Expertise in risk assessment.

The following desirable *technical* capabilities would assist the Principal Environmental Officer (PO4) in their role:

- 4-wheel-driving
- Coaching
- Supervisory skills.

Principal Environmental Officers working in **assessment** will require these additional essential technical capabilities:

- Applied Assessment Processes and Practices
- Expertise in industrial activities and environmental risks and impacts associated with such activities
- Expertise in mitigation measures for impacts and potential impacts of industrial activities

Principal Environmental Officers working in **compliance** will require these additional essential technical capabilities:

- Applied Compliance Practices
- Basic investigative skills
- Collection of evidence
- Conduct personal and site safety risk assessments
- Emergency and incident response management (training in departmental specific system provided)
- Apply correct sampling and measurement methods and procedures
- Apply correct monitoring methods and procedures
- Use of spatial information systems; and

- Post-incident recovery.

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Professional capabilities

A university degree (undergraduate and/or postgraduate) from a recognised tertiary institution in environmental management; chemical, forensic, physical, geological, hydrological, environmental, applied and biological sciences; environmental engineering. Other closely related disciplines may be considered

Business capabilities

Principal Environmental Officers (PO4) have no formal financial or human resource delegations. However, it is advantageous for Principal Environmental Officers to have a sound understanding of:

- Legislation under the environment and heritage portfolio as well as other State and Commonwealth legislation impacting on DES's legislation and operations
- Department's Regulatory Strategy
- Organisational structure, the functions and business of the departments and the department's divisions
- Strategic and business planning
- Recruitment and selection processes and procedures
- Performance and development planning
- Procurement processes and procedures; and
- Financial processes and procedures, including use of corporate cards.

On appointment the department will provide Principal Environmental Officers with mandatory training in order for them to safely and effectively carry out their responsibilities. Principal Environmental Officers will also have opportunities to participate in a range of learning and development options to develop their skills and career options.

Qualifications

To be appointed to a Principal Environmental Officer role in the professional officer stream, candidates must have a university degree (undergraduate and/or postgraduate) from a recognised tertiary institution in environmental management; chemical, forensic, physical, geological, hydrological, environmental, applied and biological sciences; environmental engineering. Other closely related disciplines may be considered

Licences

Principal Environmental Officers are required to have an unrestricted driver's license, and be prepared to obtain a manual licence if they do not already have one. Officers are required to drive government vehicles, including four wheel drives as a part of their day-to-day and field work.

Medical requirements

Principal Environmental Officers may be required to have vaccinations in order to safely carry out the duties of their role. These vaccinations would include Q Fever, tetanus and hepatitis A and B

Employment Screening

Employment screening processes may occur when applying for this role. A discipline check for applicants who are working or have previously worked in the public sector may be undertaken.

All applicants to roles in DES are required to declare in writing any criminal history as part of their application process.

Please note that the possession of a criminal record will not automatically exclude an applicant as the nature of the circumstances of any offence/s is taken into consideration.

Career pathways

Within the Environmental Officer occupational group there are three levels:

- Environmental Officer;
- Senior Environmental Officer;
- Principal Environmental Officer

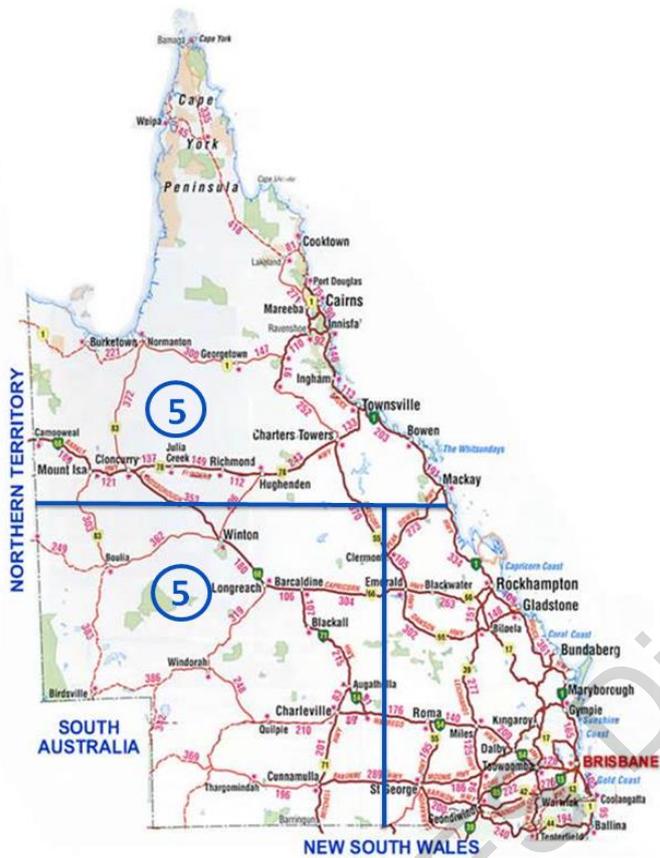
- Manager.

With the skills developed in the Principal Environmental Officer role, career options within the department include progressing to manager roles both within the division and across the department. These roles include Compliance Delivery Manager. Within the department, other opportunities exist within policy development and environmental planning.

Salary and entitlements

- For details on the salary range visit [Salary Schedule](#)
- For details on the minimum terms and conditions of employment please see the [Employment Information Statement](#).
- Employees have access to a range of entitlements and benefits including:
 - Four weeks annual leave
 - annual salary increases (increments) based on performance within the current classification
 - flexible work practices
 - salary packaging
 - superannuation
- Employees based in offices in areas of south-west, central-west and north Queensland accrue an additional week of annual leave each year (a total of 25 days) and are paid a 14% leave loading in December each year; please see the map below for details.
- Where weekend work is a part of the role, a roster system is in place. Weekend penalty rates are also available to employees where relevant.
- Personal Protective Equipment (PPE) required to safely undertake the responsibilities of the role will also be provided on appointment.
- Employees may also be eligible for a locality allowance dependant on their regional location; eligible locations include Charleville, Cairns, Emerald, Gladstone, Rockhampton and Roma.

For further information on benefits and conditions offered by the Department of Environment and Science (DES) visit [Working for DES](#).



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