# **Logo  Description automatically generatedEnvironment Protection Authority**

# **Environmental Officer**

# Statement of Duties

Position Number: 709824

Division/Business Unit/Branch: Salmon Environmental Regulation

Award/Agreement: Tasmanian State Service Award

Classification: General Stream, Band 4

Position Status: Permanent

Full Time Equivalent (FTE): 1.0 FTE (or part time hours, by negotiation)

Ordinary hours per week: 36.75 hours (or part time hours, by negotiation)

Location: Hobart

Reports to: Section Manager, Salmon Science and Standards

## Position Purpose

The purpose of the role is to support and provide input to the regulation of environmentally relevant activities according to the objectives, principles and requirements of Tasmania’s Resource Management and Planning System including the *Environmental Management and Pollution Control Act 1994* and other relevant legislation and policies, in areas such as marine and freshwater finfish farming.

## Major Duties

* Assisting with designated projects and preparing relevant project documentation and providing high-level administrative support to projects.
* Undertaking research and analysis to support the formulation of advice on policy, technical standards, and project related matters.
* Participate in inspections and compliance audits of regulated activities or other environmentally relevant activities and prepare associated documentation including audit reports. Review management plans, monitoring reports and legal instruments on behalf of the Director, EPA.
* Respond to incidents, complaints and notifications in respect to environmentally relevant incidents, including review of follow-up actions and resolution. Engage with stakeholders including government agencies, local government, and regulated entities on environmental matters.
* Provide advice on a range of environmental issues, as they relate to regulated activities and other environmentally relevant activities. Contribute to the development of regulatory policy.
* Draft briefing notes and correspondence and provide advice to the Director, the Board of the Environment Protection Authority and the Minister for the Environment for review by senior staff.
* Perform the functions of an authorised officer under the *Environmental Management and Pollution Control Act 1994* and assist with the preparation of evidence for potential prosecutions under legislation administered by the EPA.
* Undertake emergency management activities including training and, commensurate with that training and relevant experience, participate in response to incidents, particularly for matters for which the EPA is the lead agency or otherwise responsible for contributing relevant staff resources.
* Perform any other assigned duties at the classification level that are within the employee’s competence and training.

## Responsibility, Decision Making and Direction

The occupant of the position is responsible for:

* ensuring guidelines, systems and processes are applied appropriately to integrate related activities to meet specified objectives;
* providing options and recommendations to resolve complex operational issues and/or improve operational effectiveness;
* ensuring advice, recommendations and decisions to support specified service delivery and program outcomes; receiving guidance where supervision is involved, and
* ensuring a safe working environment by complying with relevant Work Health and Safety (WHS) legislation, codes of practice and policies, procedures and guidelines issued under the EPA’s WHS Management System.

The decision making and direction received in relation to the role are that:

* general direction is provided to achieve the required outcomes as operational guidelines, systems and processes are well understood. Policies, rules and regulations provide a framework for decision-making in undertaking and integrating the relevant activities of the work area; and
* the occupant is expected to exercise judgement and initiative in relation to day-to-day planning and coordination to complete agreed tasks.

## Knowledge, Skills and Experience (Selection Criteria)

**(in relation to the Major Duties)**

1. Experience in science-based environmental regulation of environmentally relevant activities or the ability to quickly acquire relevant knowledge.
2. Knowledge of the administrative and legislative aspects of environmental management and protection in Tasmania or the ability to quickly acquire this knowledge.
3. The ability to work independently and to contribute as a member of a team.
4. Highly regarded or highly developed communication and interpersonal skills including liaison, negotiation and conflict resolution skills, the ability to prepare written reports that are clear, accurate and concise and in accordance with administrative procedures.
5. The ability to exercise judgement in compiling, analysing and evaluating complex and unrelated information to maintain and modify operational performance and service delivery.
6. Good organisational skills to enable the coordination and management of a variety of tasks at the same time and the planning and accurate completion of tasks within pre-determined time frames.

**Position Requirements**

Desirable Qualifications and Requirements

* A Degree in Science or equivalent qualification relevant to the professional duties to be undertaken, as provided by a university.
* A current motor vehicle driver’s licence.
* A current Coxswain’s Certificate would be advantageous.

## The EPA’s Role

The **Environment Protection Authority** is Tasmania’s principal environmental regulator. The EPA administers the *Environmental Management and Pollution Control Act 1994* and is an integral part of Tasmania's Resource Management and Planning System.​

The EPA’s purpose is to regulate developments and activities that may impact on environmental quality and to promote best practice, sustainable environmental management. Its goals are clean air, clean water, clean land, acceptable noise levels and sustainable use of resources.

The EPA comprises a Board and Director, supported by staff. Both the Board and the Director exercise powers at arm's length from State Government and have independent statutory powers under the Act.

Under Tasmania’s emergency management arrangements, the EPA is the management authority (lead agency) for various aspects of emergencies including marine pollution spills. Emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The EPA website at [epa.tas.gov.au](https://intranet.nre.tas.gov.au/Documents/epa.tas.gov.au) provides more information.

## Working Environment

# Employees work within an environment that supports safe work practices, diversity and equity with employment opportunities and ongoing learning and development. We are committed to valuing and respecting each other as colleagues and peers. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our customers with respect. We do not tolerate discrimination, harassment or bullying in the workplace.

# The Environment Protection Authority has a culture of zero tolerance towards violence, including any form of family violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

# There is a strong emphasis on building leadership capacity throughout the EPA.

# The expected behaviours and performance of the EPA’s employees and managers are enshrined in the *State Service Act 2000* through the State Service Principles and Code of Conduct. These can be located at [www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo).