

Environment Protection Authority

Statement of Duties



Position title	Scientific Officer (Air)
Position number	Generic
Division/Business Unit/Branch	Scientific & Technical
Award/Agreement:	Tasmanian State Service Award
Classification	Professional Stream, Band 1/2
Position Status	Permanent
Full Time Equivalent (FTE):	1.0 FTE (minimum 0.80 FTE, by negotiation)
Ordinary hours per week:	36.75 hours (minimum 29.40 hours, by negotiation)
Location	Hobart
Report to	Air Specialist

Position Purpose

The purpose of the role is to provide scientific advice on air quality impacts, modelling, control, and monitoring relating to the assessment of proposals and regulation of environmentally relevant activities consistent with the objectives, principles and requirements of the *Environmental Management and Pollution Control Act 1994*, the Environment Protection Policy (Air Quality) 2004, the National Environment Protection Measure (Ambient Air) Monitoring, related State legislation and policies, and best practice environmental management.

Major Duties

- Provide specialist and technical advice to assessment and regulatory officers of the EPA on air quality impacts related to development proposals and environmental regulation.
- Interact with the EPA's assessment and regulatory officers and representatives of industry to provide scientific and technical advice regarding emissions to air from environmentally relevant activities.
- Provide detailed analysis, interpretation and evaluation of air quality investigations, monitoring and data, conduct meteorological and atmospheric dispersion modelling, airshed management studies, and other related activities as required.
- Provide recommendations and scientific advice on industrial air pollution and atmospheric dispersion modelling.
- Perform in-depth reviews and evaluations to assess the scientific merit of externally prepared reports.
- Undertake emergency management activities including training and, commensurate with that training and relevant experience, participate in responses 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.

Classification Band Advanced Assessment Point

The classification of this position under the Tasmanian State Service Award provides the opportunity for accelerated advancement of its current occupant from Band 1 to Band 2 under the Professional Stream. Performance requirements for the higher Band are expected to be more challenging and assessment criteria are expected to reflect the work value for Band 2. Employees are to have served at least six months at their current salary level prior to the salary movement and are assessed as meeting the performance criteria of their Performance Plan to at least a satisfactory level.

Suitably qualified and experienced applicants for an advertised position may be appointed at the Band 2 level.

Responsibility, Decision-Making and Direction Received

Band 1 –

The occupant of the position is responsible for:

- maintaining professional practices, methods and standards and their modification as appropriate to provide satisfactory solutions for complex operational issues;
- maintaining quality control of outcomes;
- with experience, for ensuring less qualified or experienced associates receive appropriate instruction, guidance and performance feedback;
- with experience, for ensuring operational guidelines, systems and processes are applied appropriately to integrate related activities to meet specified objectives; and
- for 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:

- initially, general instructions are provided. More complex and unusual requirements which do not have clear guidelines or precedents may require more detailed instructions. With experience, general direction is provided to achieve the required outcomes as guidelines, systems and processes are well understood. Policies, rules and regulations provide a framework for decision making in undertaking and integrating the activities of the work area; and
- flexibility, innovation and initiative are expected in providing alternative solutions to complex operational issues within the area of activity to resolve issues and satisfy client and stakeholder requirements.

Band 2 –

The occupant of the position is responsible for:

- ensuring professional expertise is effectively applied to provide program and service delivery outcomes consistent with the operational framework.
- providing leadership, instruction and guidance to less qualified or experienced associates in the specific discipline or area of expertise.
- 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:

- work is undertaken within established operational guidelines, systems and processes with limited guidance required in applying highly developed expertise to complex and challenging program activities; and
- guidance and instruction may be received on the implementation of modifications consistent with policy, regulatory and/or technological requirements and developments.

Knowledge, Skills and Experience (Selection Criteria)

(in relation to the Major Duties)

- Knowledge and expertise in the nature and impacts of industrial and commercial atmospheric emissions in residential, industrial and agricultural settings.
- Knowledge and expertise pertaining to atmospheric dispersion modelling, monitoring and control of emissions from industrial or commercial activities.
- Well developed interpersonal, liaison, and written and oral communication skills including the ability to work as a member of a team and the ability to liaise effectively with specialists, senior staff and stakeholders.
- The ability to exercise independent judgement and the ability to research, compile, analyse and evaluate complex information and to prepare meaningful and accurate reports that are understandable to non-specialists.
- Good organisation and project management skills with the ability to coordinate and manage a variety of tasks at the same time and plan for the accurate completion within pre-determined time frames.

Position Requirements

Essential Requirements

- A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption.

A person is vaccinated against COVID-19 if the person has received all doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from providing evidence that they are vaccinated against the disease where the person demonstrates –

1. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

- b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

2. Exceptional circumstances

Demonstrated to the satisfaction of the Head of Agency.

- A Degree in Science, or Engineering, or equivalent qualification relevant to the professional duties to be undertaken, as provided by a university.

Desirable Qualifications and Requirements

- A motor vehicle driver's licence.
- Computer programming skills

The EPA's Role

The EPA was established as an independent statutory authority under the *Environmental Management and Pollution Control Act 1994 (EMPCA)* as an integral part of Tasmania's Resource Management and Planning System.

The EPA consists of a Board and a Director; the Board has an independent Chair, three other independent members – one of which is a Deputy Chair, alongside the Director. In addition, a Deputy Member may sit on the Board if a Board member is unable for any reason to perform his or her duties. As an Agency, the EPA Director has been appointed as the Chief Executive Officer and it is the role of all the EPA staff to support both the Board and the CEO with their respective functions and duties.

Statutory Functions

The regulatory system for environmental management and pollution control in Tasmania is provided for in legislation; planning and management systems; state-wide policies, and in particular the EPA's principal statutory functions are to administer and enforce the provisions of the EMPCA using its best endeavours to:

- further the sustainable development and environmental management and pollution control objectives of the EMPCA

- ensure that activities do not cause unacceptable pollution
- advise the Minister on any matter that may significantly affect the achievement of the objectives of the EMPCA, and
- ensure that environmental regulatory issues are considered in policy and program implementation.

The EPA's website at www.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 EPA 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 EPA 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.