

Environment Reporting & Compliance Specialist

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| **Position Detail** |  |  |  |
| **Reports To** | Environment & Sustainability Principal Advisor | **Group** | Safety and Risk |
| **Classification** | ASA 6 | **Location** | Canberra, Brisbane, Melbourne |
| **Reports – Direct Total** | Nil |  |  |

**Organisational Environment**

Airservices is a government owned organisation providing safe, secure, efficient and environmentally responsible services to the aviation industry.

Each year we manage over four million aircraft movements carrying more than 90 million passengers, and provide air navigation services across 11 per cent of the world’s airspace.

Airservices has two major operating centres in Melbourne and Brisbane and a corporate office in Canberra. We operate 29 air traffic control towers at international and regional airports, and provide aviation rescue fire fighting services at 26 Australian airports.

**Primary Purpose of Position**

The Environment Reporting and Compliance Specialist will manage environmental compliance requirements and the reporting program across the entire value chain within Airservices. You will be the technical specialist on the interpretation and application of environmental obligations to improve our approach to environmental reporting and overall compliance with federal, state, and airport environmental requirements. You will manage systems, tools and data requirements to ensure these obligations are met. The Environment Reporting and Compliance Specialist will play a key role in assisting Airservices to acquit relevant environmental obligations in the most efficient manner and to provide accurate and timely advice. You will provide insights into the organisations environmental and sustainability performance with a view to identify opportunities through various reporting platforms.

You will form an integral part of the Environment and Sustainability team in a high-performing and accountable team; and contribute towards delivering Airservices' record of Safety, Environmental, WHS, Risk and Compliance excellence.

**Accountabilities and Responsibilities**

Technical

* Coordinate the environment reporting program across all mandatory, performance, and unplanned event reporting to ensure:
  + Compliance with environmental reporting obligations; and
  + Accuracy of environmental reporting and requirements are met
* Collecting and managing environment and sustainability data
* Provision and continuous improvement of environment and sustainability reports
* Providing support and advice on the application of environmental and sustainability legislation, policy, guidelines and procedures
* Interpretation of obligations to determine the effect on our activities, undertake communications, and assist with operationalisation to ensure compliance
* Ensure business processes are effective in acquitting environmental obligations
* Design, produce and deliver compliance and reporting mechanisms (systems, tools, processes) with a view of creating automation to instill efficiencies
* Support the management of environmental occurrence and hazard reporting
* Carry out environmental occurrence investigations and assurance activities (as required)
* Senior Managers and Airservices staff in general, understand their environmental obligations and compliance is maintained

People

* Assist in creating a culture of improving environmental performance beyond mere compliance
* Ability to successfully work with stakeholders to ensure environmental organisational reporting requirements are met in a timely and efficient manner
* Maintain an effective working relationship with all internal and external stakeholders to ensure that you are productive and effective in all activities in support of organisational objectives
* Support the team with an emphasis on growth, learning and enabling others, by sharing your knowledge and using your skills
* Maintain positive and collaborative relationships with external stakeholders, including Federal government agencies, airports, aircraft owners and operators, consultants and contractors, and the general aviation industry

Financial

* Provide support to ensure that contracts related to environmental performance reporting and compliance are to be managed in a financially responsible and timely manner, while maintaining positive and collaborative working relationships with internal and external stakeholders
* Provide support to ensure that contracts embed environmental compliance and performance reporting (where relevant)

Compliance, Systems and Reporting

* Ensure compliance with all enterprise governance systems and policies, including Safety, Environmental, Work Health and Safety (WHS), Risk and Financial
* Manage internal and external reporting for the organisations environmental performance
* Manage environmental compliance and obligation systems to maintain accuracy and validity
* Contribute to the development of the Environmental Management System (EMS) to further reporting and compliance mechanisms, processes and tools, and undertake continuous improvement across the framework

Safety

* Demonstrate safety behaviours consistent with enterprise strategies, standards and procedures
* Support the safe, efficient and environmentally responsible provision of air navigation services by keeping up to date with all issues, developments and technical matters impacting on the way you complete your duties

**Key Performance Indicators**

Efficient, Effective and Accountable

* Provision of accurate and timely expert advice on the interpretation and application of environmental obligations
* Reporting requirements are met within the set schedule and the level of quality assurance is applied to ensure accuracy of information
* Compliance and reporting mechanisms (systems, tools, processes) are design, managed and improved to deliver efficiencies
* Senior Managers and Airservices staff in general, understand their environmental obligations and nonconformity is trending towards zero

Commercial

* Meet budget targets
* Ensure all projects are managed in a financially responsible and timely manner

People

* Work is delivered in a collaborative manner with internal and external stakeholders to ensure continuous improvement, innovation, and effective change management
* Working with other team members to deliver continual improvement to processes
* Ensure all internal and external stakeholder engagement is carried out in a professional, courteous and collaborative manner
* Pro-actively seek and undertake training and development opportunities to improve skills, qualifications and capabilities

Safety

* Compliance with regulatory standards
* Compliance with safety, risk, environmental and any other standards

**Key Relationships**

Effective working relationships across the business and externally will need to be established to achieve team and organisational objectives:

* Principal Environment and Sustainability
* Leaders across the value chain (particularly with environmental accountabilities)
* Environmental Specialists and Advisors
* Environmental Champions and Portfolio Holders
* External stakeholders such as Commonwealth and State Government agencies, airports, aircraft owners and operators, and the general aviation industry – provision of advice and information as requested
* External contractors and consultants (as engaged)

**Skills and Competencies**

* Demonstrated record of environment and sustainability reporting, data management and analysis
* Demonstrated experience in the interpretation and application of environmental legislation and the management of environmental consents (permits, approvals, licenses, leases, etc.)
* Demonstrated experience in establishing and implementing processes and tools to acquit environmental obligations and performance reporting
* Demonstrated experience in conducting environmental occurrence investigations and assurance activities
* Demonstrated ability to work effectively with external and internal stakeholders at all levels
* Excellent written and verbal communications skills
* Excellent numerical and analytical skills with a strong attention to detail
* Demonstrated ability to prioritise and deliver work on schedule, whilst working on multiple tasks with competing priorities
* Bachelor degree or higher in Environmental Science or Management (or equivalent degree), or Environmental Law, and 5 years’ experience within this technical discipline

**Performance Standards and Behaviours**

As an employee of Airservices, you will consistently demonstrate performance standards and behaviours that meet Airservices Code of Conduct, as well as lead, coach and develop others in relation to the same.

This includes:

* Treating everyone with dignity, respect and courtesy
* Acting with honesty and integrity
* Acting ethically and with care and diligence
* Complying with all Airservices’ policies and procedures, and applicable Australian laws
* Disclosing and taking reasonable steps to avoid any actual, potential or perceived conflict of interest
* Behaving in a way that upholds our vision, mission and values, and promotes the good reputation of Airservices