



Environment
Institute of
Australia and
New Zealand

Proficiency Matrix for Early Career Environmental Practitioners



Environmental Proficiencies

Enabling Proficiencies

Environmental Awareness

- Understands the environmental, political, social, cultural and economic context of their work
- Understands and uses the right tools for effective environmental decision making
- Understands environmental legislation and compliance measures

Environmental Ethics

- Makes decisions and acts in a professional and ethical way
- Gives impartial and forthright advice, justifying their own position when needed
- Resolves ethical issues in line with accepted standards and practices

Policy and Planning

- Uses appropriate environmental policies, systems and frameworks in decision making
- Identifies, understands and uses the right tools for effective environmental decision making
- Identifies and complies with regulatory and legislative obligations

Analysis and Risk Assessment

- Undertakes objective and systematic analysis and draws accurate conclusions based on evidence
- Understands and uses environmental impact and risk assessment tools, techniques and methods
- Collects, analyses and interprets data effectively
- Evaluates data to inform decision making

Decision Making

- Analyses problems and finds effective and targeted solutions
- Understands the strategic and organizational context of their work
- Can prioritise what is important
- Applies sound reasoning and judgment to decision making
- Can adapt to change and explore innovative solutions

Professional Practice

- Works in a professional way
- Understands how to work in and be part of an organisation
- Plans and manages work and projects effectively and efficiently
- Understands what is expected and delivers what is required
- Reflects and learns from the experience of others and from their personal performance
- Has the appropriate technical skills to do their job

Communication

- Identifies and uses effective and appropriate communication methods
- Can identify and engage with stakeholders
- Can write well in a range of formats
- Understands how to communicate within the reporting and delegation requirements of their organisation

Career Stages

Step	Environmental Proficiencies	Enabling Proficiencies
Step 1 Establish – Year 1 Graduate and early career entry. Translates theoretical knowledge into practical applications and seeks to rapidly fast-track technical knowledge. Requires varying levels of supervision depending on the task, but capable of rapidly learning new skills.	<p>EA1 Capable of undertaking a needs and issues analysis in project planning and execution</p> <p>EA2 Can identify and apply the correct environmental management tools for simple environmental projects</p> <p>EA3 Competent in applying routinely used legislation and compliance measures</p> <p>EA4 Demonstrates a plan for addressing personal knowledge and skill gaps</p>	<p>DM1 Provides advice on routine environmental decisions</p> <p>DM2 Demonstrates strong time management and project management skills</p> <p>DM3 Demonstrates a basic understanding of own decision making and working style and how to maximize that for workplace efficiency</p> <p>DM4 Works to ensure output is strategically aligned to organisational goals</p>
	<p>EA5 Can explain their personal processes for how environmental, political, social, cultural or economic contexts are routinely considered in the planning and execution of common environmental projects</p> <p>EA6 Demonstrates how they keep up to date with industry trends, issues and process improvements</p> <p>EA7 Competent in applying routinely used legislation and compliance measures</p>	<p>DM5 Independently advises on routine environmental decisions</p> <p>DM6 Applies a structured process to consider decisions from a range of points of view</p> <p>DM7 Proficiently plans and manages projects, including self-management</p>
Step 2 Improve – 3-4 years Continuing to refine and enhance knowledge, but competently manages a variety of projects of varying environmental complexity. Entrusted to routinely represent the organisation with stakeholders or clients. Actively applies fresh insight to continuously improve outcomes. Actively seeks feedback for self-improvement.	<p>EA8 Can explain their personal processes for investigating and understanding trends, issues and needs relevant to common environmental projects</p> <p>EA9 Demonstrates experience in contributing to the selection and application of environmental assessment process and tools for a complex environmental project</p> <p>EA10 Demonstrates evidence in leading continuous improvement in environmental awareness of the organisation</p>	<p>DM8 Entrusted to independently manage routine environmental decisions and contributes options to complex decisions</p> <p>DM9 Can explain their personal processes for problem solving, decision making, prioritisation and how they consider consequences and benefits of decisions from a range of different points of view</p> <p>DM10 Explores and applies theories, tools and processes for continuous improvement to decision making and project management</p>
	<p>EA11 Demonstrates a range of networks, relationships and process skills to assess and evaluate trends, issues and needs in complex environmental projects</p> <p>EA12 Proficient in selecting and applying a suite of environmental management processes and tools</p> <p>EA13 Can provide evidence of where their advice has led to improved environmental outcomes</p>	<p>DM11 Entrusted to independently manage complex decisions</p> <p>DM12 Applies a range of processes, frameworks or theories for effective decision making and project management</p> <p>DM13 Can demonstrate examples of innovating and continually improving decisions and project management</p> <p>DM14 Demonstrates strategic and organisational acuity in decision making</p>