



MANAGER, ENVIRONMENTAL POLICY

The MCA is recruiting for the position of role of Manager, Environmental Policy at our Canberra office. The position is initially a 12 month and as such, the MCA will also consider secondment opportunities. The position description is provided below.

Applications close on Friday 26 April.

To be considered for this role, please submit a cover letter and CV to Brenda Conroy, General Manager – Operations & Company Secretary (Brenda.Conroy@minerals.org.au).

For further information about this role, please contact Chris McCombe, General Manager – Sustainability (chris.mccombe@minerals.org.au) or phone 02 6233 0600.

POSITION DESCRIPTION

POSITION:	Manager, Environmental Policy
REPORTING TO:	General Manager - Sustainability
LOCATION:	44 Sydney Avenue, CANBERRA ACT 2604
CLASSIFICATION:	Full-time, 12 months duration

Position Summary

The Manager, Environmental Policy will assist and support environmental policy development and implementation within the Safety and Sustainability portfolio of the Minerals Council of Australia working with, and accountable to, the General Manager - Sustainability.

The Manager, Environmental Policy will support the development of leading practice policy on all environmental matters relating to exploration, mining, processing and transport of mineral products.

This position will provide policy advice and support on a wide range of environmental policy issues and projects within the MCA including advice to the MCA Safety and Sustainability Committee and relevant working groups and taskforces.

The Manager, Environmental Policy will be responsible for relevant policy implementation, issues management and project delivery, with due regard to the co-ordination of activities within the sustainability and other portfolio areas and accountabilities to the General Manager - Sustainability.

This position requires an understanding of the mechanics and nuances involved in determining and implementing public policy, operating within an association of people and businesses within a common industry, more often with common objectives, but at times divergent interests and views, and a sound working knowledge of the minerals industry and a practical appreciation of the environmental issues affecting the industry.

Primary portfolio responsibilities

The Manager, Environment is responsible for the following national portfolio matters:

- Undertake research and analysis of key issues of pre-competitive importance to the Australian minerals industry's environmental strategic agenda
- Under direction of the General Manager – Sustainability, identify, plan, design and develop environmental policies to address current and emerging needs in the Australian minerals industry in concert with relevant industry representatives
- Analyse and develop responses to relevant environmental legislation reform, including input into the review of the Environment Protection and Biodiversity Conservation Act
- Analyse relevant policy proposals, reports and publications, assess them for their impact on MCA's policies and programs and the activities of its members, and develop appropriate responses on behalf of the MCA for consideration of the General Manager – Sustainability and relevant MCA Committees
- Support the development and implementation of policy and the promotion of good practice in relation to:
 - Water management
 - Biodiversity and land management
 - Chemicals and materials management
- Support the development and execution of the MCA Environment and Communities Workshop
- Developing submissions representing MCA policy to external parties
- Develop and maintain effective and cooperative relationships with relevant government bodies, national agencies and non-government organisations dealing with water, land management and resource management issues to on matters related to the industry's environmental performance
- Represent the MCA, as directed, in various forums
- Assist in providing guidance to member companies and the industry more broadly on an ad hoc basis, on environmental policy matters of importance to the Australian minerals industry including the MCA Water Accounting Framework.

Primary administrative responsibilities

MCA strategy

The Manager, Environmental Policy will assist the General Manager – Sustainability with the:

- Development and implementation of business activities of the portfolio consistent with the MCA strategy
- Preparation of specific operational and project plans for the environmental portfolio in accordance with the MCA strategy
- Effective operation of the Safety and Sustainability team
- Management of key external contracts related to the development of policy and program materials
- Preparation of, or contribution to, materials and media, covering environmental policy.

Member services

The Manager, Environmental Policy will assist the General Manager – Sustainability with:

- Servicing the needs of relevant committees, including the MCA Safety and Sustainability Committee
- Running working groups and taskforces on ad hoc issues

Responding to member queries, preparing briefing papers and recommendations, implementing decisions, and reporting progress.

Key personal requirements

- Ethical, honest and trustworthy
- Energetic, enthusiastic, committed
- Enjoys working with others to shared objectives
- Highly adaptable within a changing environment
- Able to accommodate tight time schedules
- Politically non partisan
- Embraces diversity
- Prepared to travel.

Selection criteria

Essential

- Degree or higher qualifications in an environmental science or resource management and/or work experience in environmental policy relevant to the minerals industry
- Working knowledge of the legislative framework within which the industry operates – particularly the Environment Protection and Biodiversity Conservation Act – with an ability to translate that knowledge into effective advocacy to influence decision making
- Working knowledge of the Australian minerals industry, its environmental impacts and management techniques
- Working knowledge of government processes, including policy development
- Strong advocacy and communication skills, presentation skills and written communication
- Demonstrated capabilities in:
 - Strategic planning and project management
 - Public policy development and advocacy
 - Research and analysis and their application in the development of policy
 - Dealing with people from diverse educational, professional and intellectual backgrounds.

Desirable

- Broad networks within government
- Operational management experience within the minerals industry.

April 2019