



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Position Number: P19288

Division: Access Canberra

Classification: SPOC

Business Unit: Environment Protection

Location: Dickson Office Block House,
Northbourne Ave, Dickson

Position Title: Environment Protection Officer

Last Reviewed:

Position Requirements:

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

GROUP OVERVIEW

At Access Canberra, we are all about giving people easy access to ACT Government regulatory services, payments and information while offering great customer experience. We help community organisations, business and individuals work with the ACT Government and constantly look for new ways to deliver our services.

Access Canberra is unique to the ACT Government; we work across many different regulatory and customer service areas to support the delivery of regulatory reform and red tape reduction, drive government priorities and implement new initiatives. We actively engage in a risk and harm approach to compliance across a broad range of industry sectors to build a strong economy, safe community and sustainable environment.

BUSINESS UNIT OVERVIEW

The Environment Protection Branch has legislative responsibility for regulatory activities related to air, land and water, environmental noise, water resources, lakes, contaminated sites, firewood merchants, clinical and hazardous waste, and pesticide use. These responsibilities are fulfilled through a combination of providing education and information, resolving complaints, and formal regulation.

POSITION OVERVIEW

The position manages the administration of the ACT legislation and policies related to contaminated land and hazardous substances. This involves the develop and implementation of Government policy, legislation, technical guidelines, protocols and procedures on the management of contaminated land.

This position will report to the manager of the Environmental Quality within the EPA.

DUTIES / RESPONSIBILTIES

1. Manage and administer the ACT legislation and policies related to contaminated land and hazardous substances.
2. Develop and implement Government policy, legislation, technical guidelines, protocols and procedures on the management of contaminated land.
3. Represent the agency and Government at meetings and forums on the management of contaminated land and hazardous substances in the ACT.
4. Liaise with, and provide high level professional advice and services to Government including the Commonwealth, industry and the public on hazardous substances and contaminated land management in the ACT and its Territories.
5. Develop and maintain a Geographic Information System and database for contaminated sites.
6. Keep informed about developments in the field of environmental management relating to hazardous substances and contaminated land management.
7. Perform the functions and duties of an officer authorised under legislation administered by Environment Protection.
8. Perform other duties as required

SELECTION CRITERIA

1. Extensive knowledge of, and experience with, the management of land contamination and hazardous substances.
2. Demonstrated ability to undertake research and analysis into the impacts of hazardous substances on air, soil and water quality relating to human health and the environment.
3. Ability to demonstrate sound judgment and people, time and project management skills to achieve specific and set outcomes.
4. Highly developed oral and written communication skills including the capacity to represent the agency and the Territory.
5. Demonstrative knowledge of legislative processes, a working knowledge of the Environment Protection Act 1997 and the ability to develop and implement policies and legislation.
6. Ability to undertake environmental investigations, write reports and assist in prosecutions.
7. Demonstrated ability to consistently display commitment and leadership in high quality customer service principles, practices and attributes.

OFFICIAL

8. Awareness and understanding of the principles of Workplace Diversity, Occupational Health and Safety, Participative Workplace Practices and staff training and development.
9. Current ACT or equivalent Driver's licence.

Mandatory qualifications in Engineering, Environmental Science, Applied Science or related field are required or extensive relevant experience in the management of contaminated sites and associated hazardous substances and their impacts on the environment.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Environment Protection Officer (position number 19288) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Occasionally
Rostered shift work	Occasionally

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally

OFFICIAL

Working outdoors	Occasionally
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MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Frequently
Frequent travel – driving	Frequently
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Occasionally
Working with asbestos	Occasionally
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE) required	Occasionally