

ENVIRONMENT ADVISOR

Position Level: L5

Location: Port Hedland

Effective Date: November 2026

Responsibilities

The Environment Advisor is responsible for monitoring and reporting on the performance and integrity of environmental issues within the jurisdiction of the Port and ensuring the Pilbara Ports complies with statutory requirements whilst aiming for best practice environmental management.

Reporting

The Environment Advisor reports to the Environment and Heritage Superintendent (Port Hedland).

Accountabilities

Result Area	Major Activities
1. Safety and People:	• Further a safe, inclusive, and collaborative workplace, that supports the mental health and wellbeing of self, and others. • Identify actions and changes that lead to continuous improvement of a safe work environment; both physically and psychologically.
2. Integrated Management Systems	• Develop and comply with the systems that ensure Pilbara Ports complies with all applicable codes, as well as its legal and statutory requirements. • Comply with and demonstrate a positive commitment to organisational processes and ISO Management Systems including Quality, Environment, Safety and Information Security. • Demonstrate a positive commitment to Pilbara Ports' environmental processes and ISO 14001-aligned management system.
3. Environmental Compliance and Approvals:	• Monitor Pilbara Ports and third-party operations within Pilbara Ports-controlled landside and waterside areas to verify environmental performance and compliance. • Provide timely advice to the Environment and Heritage Superintendent (Port Hedland) on actual or potential non-compliance, environmental risk and required corrective or preventive actions. • Prepare, coordinate and obtain environmental approvals, permits and supporting documentation for operations and development projects.

	• Maintain compliance obligations and support statutory reporting required by approvals, permits, licences and applicable environmental legislation. • Lead and assist with incident investigation, response, corrective action tracking and regulatory notification or reporting, as required.
4. Environmental Monitoring and Assurance:	• Design, implement, maintain and review environmental monitoring programs to meet compliance obligations and demonstrate effective environmental management. • Coordinate monitoring, inspections and audits of environmental systems, operations and third-party activities, and identify opportunities for improvement. • Interpret monitoring results and escalate significant changes, emerging risks or potential breaches of licence, permit or approval conditions. • Manage environmental service providers in accordance with contracts, service agreements, safety requirements and approved budgets. • Provide timely, practical environmental advice and feedback to internal and external stakeholders.
5. Data, Analysis & Reporting:	• Maintain the integrity of environmental data and information systems, including data administration, quality assurance, error correction and system improvement. • Analyse environmental monitoring and performance data to identify trends, risks, anomalies and improvement opportunities. • Prepare accurate, clear and timely compliance, performance and progress reports for management, executives, the Board, regulators and other stakeholders. • Monitor expenditure on labour, consumables and services and support effective management of the operating budget.
6. Communication and Capability:	• Develop and deliver tools, guidance, training and awareness activities that strengthen understanding of environmental and heritage obligations among employees, contractors, tenants and other port users. • Build constructive working relationships and use consultation, negotiation and influence to achieve practical environmental outcomes.
7. Other Duties:	• Participate in environmental incident and emergency response, including oil spill response, investigations and reporting. Incident investigation and reporting.

	Undertake other duties within the scope of the role as directed by the Environment and Heritage Superintendent (Port Hedland).
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Selection Criteria

Qualifications:

Tertiary qualifications in an applicable environmental science, engineering or a related discipline.

Personal Attributes:

- Exhibit behaviours that align with Pilbara Ports values of Safety, Excellence, Teamwork, Integrity, and Care.
- Demonstrated commitment to an inclusive work culture that encourages diversity.
- A collegiate style that promotes trust and harmonious working relationships.
- Ability to make effective decisions and is able to analyse problems and identify solutions.
- Exhibits a positive attitude and is motivated to achieve.

Work Related Requirements:

- Demonstrated environment experience in a port or industrial setting.
- Experience in undertaking, managing and improving environmental monitoring programs.
- An ability to assess operational activities to identify environmental issues and recommend practical management measures.
- Excellent understanding of and, demonstrated experience with the State, Commonwealth and international environment legislation and standards including experience with Environmental Management Systems to ISO14001 standard.
- Highly developed written and verbal communication skills including the ability to achieve clarity and outcomes through consultation, negotiation and constructive influence.
- Knowledge and experience in project management (desirable).

Sound computing skills, as well as the ability to gain a Maritime Security Identification Card, and WA Driver's License are prerequisites for positions with Pilbara Ports.