

ENVIRONMENT ADVISOR

Position Level: L5

Location: Port Hedland

Effective Date: March 2023

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 PPA complies with statutory requirements whilst aiming for best practice environmental management.

Reporting

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

Accountabilities

Result Area	Major Activities
1. Integrated Management Systems:	<ul style="list-style-type: none"> Develop and oversee the systems that ensure PPA 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. Assist to maintain and continuously improve documentation, procedures and systems within the Environment & Heritage area.
2. Environmental Compliance:	<ul style="list-style-type: none"> Undertake monitoring of PPA and third-party operations and activities within PPA controlled areas (landside and waterside). Provide advice to the Environment and Heritage Manager on issues of non-compliance and on corrective actions/improvements required. Prepare and obtain environmental approvals in support of PPA development projects. Assist with the development and continual improvement of the Environmental Management System by providing input relevant to the activities undertaken at the Port and the necessary management controls required to manage those activities. Assist with compliance reporting as required by the conditions set out in statutory environmental approvals/permits or as required under the relevant environmental legislation/regulations.
3. Environmental Monitoring:	<ul style="list-style-type: none"> Develop, implement and maintain PPA's Environmental Monitoring Programs as required. Undertake monitoring, auditing and reporting on environmental systems and operations to identify areas where performance can be improved. Design, monitor and interpret environmental monitoring programs to meet compliance requirements and/or demonstrate best practice environmental management. Provide feedback to internal and external stakeholders on environmental matters in a timely manner. Ensure that monthly expenditure on labour, consumables and services is in line with the operating budget. This includes managing any service providers in line with service agreements.

	<ul style="list-style-type: none"> • Provide advice to the Environment and Heritage Manager on sustainability initiatives and assist in their implementation as required.
4. Environmental Analysis & Reporting:	<ul style="list-style-type: none"> • Interpret and report on data from PPA environmental monitoring programs including the identification and notification of significant changes in conditions or breaches of environmental licence or permit conditions. • Maintain PPA's Environmental Data Management Systems including the administration of data, identification and correction of errors and the implementation of updates and improvements. • Produce environmental compliance and progress reports for the Environment and Heritage Manager and the Director Environment and Heritage for presentation to the Executive, Board and other internal and external stakeholders.
5. Environment and Heritage Communication:	<ul style="list-style-type: none"> • Assist in the development and implementation of tools that promote education and awareness of the environment and heritage obligations of Port users (including PPA employees, contractors and tenants).
6. Other Duties:	<ul style="list-style-type: none"> • Other tasks as requested by the Environment & Heritage Manager (Port Hedland) including but not limited to: <ul style="list-style-type: none"> ○ Incident investigation and reporting ○ Incident response including oil spill response ○ Environmental training and awareness

Selection Criteria

Qualifications:

Tertiary qualifications in an applicable Science, Engineering or related discipline

Personal Attributes:

- Exhibit behaviours that align with PPA's values of Excellence, Respect, Integrity, Care and Courage.
- 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 Licence are prerequisites for this position with PPA.