**Environmental Officer, PO2**

**Environmental Services and Regulation**

This role is open to all applicants; however, applicants who identify as Aboriginal and/or Torres Strait Islander that meet the minimum requirements for the role will be given priority consideration and invited to participate in the next selection activity.

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| **Duration** | Permanent and Temporary | **Annual Salary** | Annual $71,062 - $90,172  Fortnightly $2,723.80 - $3,456.30 |
| **Type of appointment** | Flexible Full-Time |  |  |
| **Location** | Various Locations | **Contact** | esrhr@des.qld.gov.au |
| **Closing Date** | Ongoing | **Job Ad Reference (JAR)** | QLD/526440/23 |

The [Department](http://www.psc.qld.gov.au/about-us.aspxhttp:/www.psc.qld.gov.au/about-us.aspx) of Environment, Science and Innovation

The Department of Environment, Science and Innovation (DESI) recognises the enormous value a clean environment, innovative society and economy, and a diverse and inclusive culture makes to Queenslanders’ lives. As a diverse organisation, the department brings together environment, heritage protection, national parks, science and innovation to help achieve government objectives for a better Queensland.

We value and are committed to:

* Building inclusive cultures in the Queensland public sector that respect and promote [human rights](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.forgov.qld.gov.au_humanrights&d=DwMFAg&c=tpTxelpKGw9ZbZ5Dlo0lybSxHDHIiYjksG4icXfalgk&r=W4Gweh5POIqUFNTEU92Jny_3m0ZH7_MyCNsZ6WbxI2w&m=DP2ZLFkNwNjdifpUVipAQaVEBuedVVc4i5VxMuP_IJE&s=n8IaVLsBmceOUzhioUYLOvzCEJhlCoAknsTUtJUryPc&e=) and [diversity](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.forgov.qld.gov.au_inclusion-2Dand-2Ddiversity-2Dcommitment&d=DwMFAg&c=tpTxelpKGw9ZbZ5Dlo0lybSxHDHIiYjksG4icXfalgk&r=W4Gweh5POIqUFNTEU92Jny_3m0ZH7_MyCNsZ6WbxI2w&m=DP2ZLFkNwNjdifpUVipAQaVEBuedVVc4i5VxMuP_IJE&s=koW3J_GJiZzzdkvt7CTYJukNsnFmkSdIgcEJAKnkghA&e=).
* Strengthening our culture which values results, professional growth, workforce diversity and a healthy balance between work and life commitments.
* Encouraging and supporting employees as individuals in an inclusive environment by embracing our differences and applying diverse and inclusive thinking to our business.
* The values of the Queensland Public Sector: customers first; ideas into action; unleash potential; be courageous; and empower people.

The department is proud to be an accredited White Ribbon Workplace. Domestic and family violence has no place in homes, communities or workplaces and we are committed to preventing violence and supporting employees affected by domestic and family violence.

At DESI we recognise, respect and value First Nations people and cultures.  We are progressing self-determination by recognising the rights and interests of First Nations people. We are investing in a culturally connected and agile organisation, with the skills and experience we need to support better outcomes for First Nations people. We are taking action in fundamental areas like employment and procurement, and by building strong and sustainable partnerships with First Nations organisations and communities. We are focused on working with First Nations people to improve service design and delivery, knowing that this will deliver better outcomes for all of Queensland.

More information on the department’s functions, focus and the type of organisation we are, can be found on our [website](https://www.des.qld.gov.au/our-department/employment).

# Your contribution

Environmental Officers work within the Environmental Services and Regulation (ESR) division of DESI. The division provides targeted, consistent, and transparent regulation that facilitates sustainable development in Queensland. ESR proactively manages and monitors environmental risks through a modern and innovative regulatory framework that includes assessment, compliance, investigation, and enforcement programs. ESR also provides extensive frontline services both centrally and regionally.   
  
Environmental Officers work to improve the State’s environmental performance by identifying environmental risks and providing scientific and technical support for a wide range of projects. They contribute to the implementation of environmental management and protection strategies and promote compliance with environmental, heritage and planning legislation and policies. Environmental Officers will undertake either assessment or compliance activities. Assessment officers will be located in one (1) of our specialised business centres which focus on a particular sector – minerals mining, coal mining, petroleum and gas, or industry and development – and will carry out assessments of the environmental risks associated with applications. Compliance officers will be located in one (1) of our 13 offices around the State from which they will respond to incidents and complaints, visit high-risk sites to check on businesses environmental performance and help license holders understand their environmental obligations.  
  
Compliance officers must participate in on-call functions. Assessment officers may be required to participate in on-call functions.

Travel statement

You will be required to regularly undertake inspections or assessments and participate in inspections and investigations in regional and remote locations across Queensland. Employees must have the flexibility to participate in compliance field work as allocated by their Manager. This will require officers to routinely work away from your normal business centre and reside in accommodation provided by the department on an as required basis in both regional and remote areas. On occasion, employees may also be required to participate in lengthy inspection or investigation campaigns that require up to seven (7) days continuous compliance field work; this will be with appropriate compensation as per the relevant industrial instrument.

# Your role

As an **Environmental Officer (PO2)** you will:

* Work cooperatively in a team by undertaking assigned tasks to contribute to one (1) or more of the following:
  + Assessment of activities and industry development proposals throughout the State for range of environmental matters including mining, waste management, and industrial processes.
  + Compliance activities and environmental risks to key industry stakeholders and management.
  + State-wide customer service to DESI staff and customers including environmental licensing and permitting, telephone, front counter and email enquiries and the management of environmental management and contaminated land registers and debt recovery activities.
  + A range of projects to support continual improvement and efficiencies in business practice, processes, and systems with a focus on customer service delivery and the implementation of legislative and reform agendas, strategies, and initiatives across the department.
* Environmental Officers undertake a range of tasks including:
  + Under guidance, assess and analyse assigned tasks related to administering licences, permits, environmental impact assessments, and applications for proposed and existing industrial activities (i.e., development, resources, petroleum, environmentally relevant) including new, amendment, surrender and financial assurance applications, within statutory timeframes.
  + Support and work collaboratively with Senior and Principal Environmental Officers in compliance activities by gathering evidence for environmental impact assessments and to support enforcement activities, recording accurate observations of site conditions and material for the preparation of documents.
  + Undertake preliminary research and analysis of tasks as directed, including sourcing, and collating relevant information and reviewing technical documents for the preparation of advice and correspondence, documents, technical reports, statutory notices, publications and information sheets.
  + Liaise with a range of internal and external customers and stakeholders including prospective applicants at pre-lodgement meetings, industry representatives’, other government departments, community groups and members of the public notifying about an environmental incident; about relevant processes, procedures, documents and requirements under the Regulatory Strategy.
* Carry out duties consistent with contemporary Administrative Decision-Making Principles.
* Contribute to workplace culture consistent with the department’s values including ethical behaviour, workplace health and safety (WHS) obligations and sound decision-making.
* Foster ESR’s capability and own capability by actively engaging in team discussions, sharing experiences and learnings; prioritising assigned tasks appropriately and escalating ambiguous matters in a timely manner.
* Foster a workplace culture that supports and promotes the interests of First Nations people and actively engage through our work to contribute to better outcomes for First Nations people.

# What we are looking for

We’re looking for the best suited applicant for the role. We’ll do this by assessing your eligibility and your suitability to undertake the requirements of the role (including, where relevant, the way you carried out previous roles). We’ll also consider your potential to make contributions to the department and how your engagement would support our commitment to equity, diversity, respect and inclusion.

This position requires:

* A university degree from a recognised tertiary institution or overseas qualification recognition as stated in the **Eligibility requirements** section.
* Ability to work cooperatively and sustain positive relationships with team members and employ good time management and communication skills, to achieve team goals, commitments, and deadlines.
* Awareness of contemporary environmental issues with an understanding of the principles and practices of environmental management.
* Analytical, observational, and problem-solving capability with an ability to undertake preliminary research and data analysis within a legislative context, record accurate field observations, and collate information for the preparation of a range of documents.
* Familiarity with ESR's Regulatory Strategy with the ability to advise stakeholders including community members, colleagues and industry consultants about proper procedures and processes.
* Ability to use a range of Office 365 applications and systems including databases and Excel.
* Contribution to workplace equity and diversity that enriches our culture of innovation, respect, and inclusion.

Every staff member is expected to role model leadership behaviours. This role requires the **Individual Contributor** leadership capabilities as outlined in the [Leadership competencies for Queensland booklet](https://www.forgov.qld.gov.au/leadership-competencies-queensland).

# Eligibility requirements

## Citizenship/Visa

To be eligible for employment in this position, you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia. If you are not an Australian citizen you will need to provide evidence of your residency status or visa, with your right to work (including any conditions / restrictions) prior to engagement. You are required to notify the department if your right to work in Australia ceases.

## Qualifications

To be eligible for employment in this position, you must hold a university degree (undergraduate and/or postgraduate which includes graduate certificate and graduate diploma) from a recognised tertiary institution in one (1) of the following disciplines: environmental management; chemical, forensic, physical, geological, hydrological, environmental, applied or biological sciences; or environmental engineering. Other closely related disciplines may be considered.

You will need to provide a copy of your qualifications, with originals sighted prior to engagement or [My eQuals](https://www.myequals.edu.au/education-providers-list) link. Please contact [esrhr@des.qld.gov.au](mailto:esrhr@des.qld.gov.au) if you have queries regarding equivalency.

If your qualification is from an overseas institution, you are responsible for obtaining official recognition (see <https://desbt.qld.gov.au/training/training-careers/osqrecognition>). You will be required to provide this prior to engagement.

## Licences

It is a mandatory requirement for the occupant of this position to hold an unrestricted manual driver’s licence. You will need to provide a copy of your driver’s licence, with the original sighted prior to engagement. Employees are required to drive government vehicles, including four-wheel drives as a part of their day-to-day and field work.

## Medical requirements

To enable the department to discharge its primary duty of care under section 19 of the [*Work* *Health and Safety Act 2011*](https://www.legislation.gov.au/Details/C2021C00474), as far as reasonably practicable, the department provides vaccinations for those who may be exposed to vaccine preventable diseases. The person engaged in this role will potentially be exposed to vaccine preventable diseases throughout the course of their work, such as zoonotic diseases, and may be required to provide either evidence of vaccination, proof that you are not susceptible to these vaccine preventable diseases, or meet the requirement by attending vaccinations arranged by the department.

Compliance officers must comply with vaccination requirements. Assessment officers may be required to comply with vaccination requirements, depending on the duties of the role.

## Aboriginal and/or Torres Strait Islander Priority Consideration

Aboriginal and/or Torres Strait Islander priority consideration applies to this role. As an equal opportunity measure under section 105 of the [*Anti-Discrimination Act 1991 (QLD)*](https://www.legislation.qld.gov.au/view/html/inforce/current/act-1991-085), priority consideration will be given to Aboriginal and/or Torres Strait Islander persons. Aboriginal and/or Torres Strait Islander applicants who meet the minimum requirements for this role will be invited to participate in the next selection activity.

An Aboriginal and/or Torres Strait Islander person is one who identifies as an Aboriginal and/or Torres Strait Islander person and either:

* Is of Aboriginal and/or Torres Strait Islander descent; or
* Is accepted as an Aboriginal and/or Torres Strait Islander by the Aboriginal and/or Torres Strait Islander community in which they live.

To enable the selection panel to confirm that you are eligible for priority consideration, the panel requires your written assertion that you are of Aboriginal and/or Torres Strait Islander descent.

# Benefits and conditions

For a full list of benefits and conditions that come with this role please see our departmental website: <https://www.des.qld.gov.au/our-department/employment/why-work-with-us/information-for-applicants>

# How **to** apply

The selection panel will assess your ability to perform the work required of the position based on your application and other selection processes which may include an interview and/or work test. Pre-employment checks, including referee checks will be conducted.

To apply, lodge an application online at [www.smartjobs.qld.gov.au](http://www.smarjobs.qld.gov.au) that consists of the following:

* Your **current resume** of no more than **six (6) pages**, outlining your previous experience, skills, capabilities, and achievements that demonstrate how your skill set reflects the “what we are looking for” attributes. Please include:
  + Details of your tertiary education, [My eQuals](https://www.myequals.edu.au/education-providers-list) link or evidence of [overseas qualification recognition](https://desbt.qld.gov.au/training/training-careers/osqrecognition).
  + Your affirmation in being able to provide evidence of other listed **Eligibility requirements** to confirm your eligibility.
* A **short two (2) page statement** that briefly describes why you are the best suited person for this role in response to the attributes listed under “what we are looking for”. Our department values equity and diversity so please include information that will help us understand how you could contribute to our workforce diversity.

If you need any additional support or adjustments during the recruitment process to help you demonstrate your ability to meet the inherent requirements of the role, please contact [esrhr@des.qld.gov.au](mailto:esrhr@des.qld.gov.au).

**NOTE**: You will need to complete the questionnaire when lodging your application through Smart Jobs as it allows you to identify your preferred function (assessment, compliance or both) and location. **Failure to complete the questionnaire may result in your application being removed from the continuous applicant pool.**

**Submitting your application**

* Applying online through the Smart Jobs and Careers website [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) is the preferred means to submit an application. To do this, access the ‘apply online’ facility on the Smart Jobs and Careers website. You will need to create a ‘My SmartJob’ account before submitting your application.
* By applying online, you can track your application through the process, maintain your personal details through registration and withdraw your application if required.
* If you experience any technical difficulties when accessing [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) please contact 13 QGOV (13 74 68). All calls relating to the status of your application once the job has closed should be directed to the contact officer on the position description. If you do not have internet access and are unable to submit your application online, please contact the QSS Customer Support Team on 1300 146 370, between 9am to 5pm Monday to Friday, to enquire about alternative arrangements.
* Late applications cannot be submitted via the Smart Jobs and Careers website, so please allow enough time before the closing date to submit your application. If approval has been granted by the Selection Panel for a late application to be considered, please contact the QSS Customer Support Team on the number above to arrange.
* Hand delivered applications will not be accepted.

**Additional information**

* Criminal history checks may be undertaken on the recommended applicant(s). A criminal conviction or charge will not automatically exclude an applicant from being considered for employment with the department. If information is received that may exclude you from further consideration, you will be given an opportunity to respond, and your response will be taken into account in the evaluation process.
* If you are the recommended applicant, you will be required to disclose any serious disciplinary action taken against you in public sector employment.
* If you are the successful applicant, the department will work with you to ensure reasonable adjustments are made in the workplace to enable you to work safely and productively.
* A probationary period of three (3) months will apply to external appointees.
* All newly employed public sector employees are obliged to provide their chief executive with a disclosure of employment as a lobbyist in the previous two (2) years.
* Applications will remain current and may be considered for identical/similar vacancies, provided employment commences within 12 months of the closing date of the original vacancy.