# Environmental Scientist

|  |
| --- |
| About the position |

|  |
| --- |
| Last Modified: 14 April 2021 |
| Group: Asset Lifecycle | Job family: Science and Environment |
| Manager’s title: Environment & Heritage Manager | Manager once Removed’s title: Head of Engineering & Technical Support |
| Hours worked per week: 35 | Primary work location: Parramatta |
| Flexibility options available: [x]  Flexible hours of work (varied start and finish times) [ ]  Shift swapping [x]  Rostered days off [ ]  Part time [ ]  Job share [x]  Remote working (such as working from home) |
| Number of direct reports: NA | Number of staff once removed: NA |

|  |
| --- |
| Pay Level: [x]  Award EA 13 [ ]  Individual Contract of Employment (ICE) Choose an item. |
| [Purpose of the role](#_Purpose_of_the" \o "Give a summary of the purpose of this role. Why does this job exist?  )  |
| To support the delivery of environmental planning, assessment and approvals advice that supports business needs in regulation, advocacy, strategy, planning and delivery for improved business, customer and environmental outcomes. |

# Section 1: Key accountabilities

## Leadership accountability

Does this role have employees reporting into it? [ ]  Yes [x]  No

Does this role have Manager once Removed accountability? [ ]  Yes [x]  No

|  |
| --- |
| [Direct and indirect reports](#_Direct_and_indirect" \o "List job titles and numbers.) |
| No direct or indirect reports |

## [Leadership expectations](#_Leadership_expectations" \o "Does the position assign and monitor work?Do they review work or complete Contribution and Development Plans?Is this role responsible for more than one functional area?What decisions can the role make, in what areas, and what will it need to refer to its manager?What level of autonomy will the incumbent have to determine how they will perform the position?)

|  |
| --- |
| * Mentor and provide on-the-job training to graduate or contracted scientists
* Make decisions of a procedural nature in relation to environmental planning and management processes and outcomes
 |

## [Safety accountability](#_Safety_accountability" \o "What are the safety accountabilities of the position?Will the incumbent be exposed to or impacted by high risk environments or activities?Are they required to complete risk assessments before commencing work?Are the any pre-employment medical requirements?Are there any health surveillance requirements?Does the role require any specific certifications or licence?Are there any specific PPE requirements? )

|  |
| --- |
| * Commit to being Safe & Well Together in meetings such as sharing lessons learned and Safety moments.
* Participate in health, safety and wellbeing activities such as wellbeing support activities, incident investigations, safety meetings, safety inductions and safety training.
* Exhibit visible safety behaviours.
* Support the safety and security of the workplace.
* Support the safety of all staff and contractors.
 |

## [Key accountabilities](#_Key_accountabilities" \o "What will this position be expected to deliver? Focus on outcomes rather than tasks.What are the technical accountabilities of the position?Are there any guidelines that provide the parameters for the position? If so, are they internal policies, or external standards or legislation?What is the time span for the longest continuous task for the position (eg 1 day, 3 months, 2 years?))

|  |
| --- |
| * Undertake, with supervision and guidance, the application and realisation of environmental planning and management skills and advice to the business needs in relation to regulation, advocacy, strategy, planning and delivery to improve business, customer and environmental outcomes
* Undertake, with supervision and guidance, the determination of appropriate environmental approval pathways and ensure assessments and plans are prepared in accordance with environmental quality legislative requirements and delegations
* Undertake, with supervision and guidance, the securing of appropriate environmental approvals, licences and permits and undertake auditing and reporting
* Provide environmental planning and management expertise in areas of experience to projects or other advice as required
* Complete allocated planning tasks, within required timeframes and compliant with procedures
* Create and deliver well-structured and compelling communications
* Support and maintain effective internal and external stakeholder relationships by responding to routine matters and building networks
 |

## [Working relationships](#_Working_relationships" \o " Who / what area of the organisation does this position get critical input from (upstream)? Focus on roles and teams rather than individuals.Where in the organisation does this position provide critical input to (downstream)?Who does this role need to collaborate with?)

|  |
| --- |
| * Focus contribution within Asset Lifecycle Group positions at all levels
* Collateral contribution across all Groups at all levels
* Business partners and external developers
 |

## [Customer impact](#_Customer_impact" \o " Does this role have direct contact with our customers?How does this role impact our customers and the services we provide them?What customer accountabilities and deliverables does the position have?)

|  |
| --- |
| * Customer, community and stakeholder interfaces for infrastructure development proposals
* Regulators and Govt Agencies including DPIE, EES, EPA, LGAs and similar
* Outwardly promote the achievements of Sydney Water
 |

## [Business impact](#_Business_impact" \o "How does the job add to the capability of the immediate work area?How critical is the position from a unit/group/organisation perspective?How does the position contribute to achieving our strategy?What major business improvements will the position be accountable for and what will the impact of them be?What is the position expected to achieve in 3 months, 6 months, 1 year, 2 years and 5 years’ time?How will the position’s performance be measured?)

|  |
| --- |
| * Contribute ideas to the development of environmental management and planning approaches and directions
* Contribute to building the knowledge and awareness of environmental planning and management activities internally and externally
 |

## [Financial responsibility](#_Financial_responsibility" \o " What $ annual budget does the position control, and what is it for (excluding labour)?What $ annual labour budget does the position control?What other financial accountabilities does the position have?)



|  |
| --- |
| * No financial delegation or direct budget control
* Supervise PSC engagements generally <$100k, although some exceptions
 |

## [Innovation and complexity](#_Innovation_and_complexity" \o "What are the typical, day-to-day challenges the position will need to deal with? What are the most complex problems the position will need to deal with, that require deeper thought and understanding, affecting business operations, people, and finances? What ambiguity does the position deal with? )

|  |
| --- |
| * Participate in innovation and knowledge sharing activities and invest in continuing personal professional development
 |

## Physical and environmental conditions

[x]  Field based [ ]  Plant based [x]  Office based [ ]  Exposed to loud environment

[ ]  Exposed to odorous environment [ ]  Direct contact with customers

# Section 2: Success Measures

## [Qualifications, licences, and certifications](#_Qualifications,_licences_and" \o "Enter any required formal qualifications, accreditations, licences and certifications.)

|  |
| --- |
| Tertiary qualifications in environmental science/environmental management (or other relevant discipline) |

## [Previous experience](#_Previous_experience" \o " Enter the experience required for the roleTry not to list the number of years of experience required, instead focus on what they need to have done or be experienced at.)

|  |
| --- |
| Approximately 3 years’ experience in a relevant role.Proven experience in environmental planning, environmental impact assessment and environmental approvals for infrastructure development projects.Demonstrated identification and implementation of environmental strategies and actions to manage environmental issues and assure environmental performance. Understanding and experience with major water or other similar infrastructure utility. |

## [Skills](#_Skills)

|  |
| --- |
| Sound knowledge of relevant environmental legislation and current environmental issuesProven ability to identify, develop strategies for and manage environmental issues associated with the planning, delivery and/or operation of large civil engineering projectsHighly developed oral and written communication and negotiation skillsDemonstrated ability to foster teamwork and to develop and maintain effective working relationships with internal and external stakeholders Ability to engage with a work environment that encourages safety, innovation and organisational change |

## [Additional notes](#_Additional_notes" \o "Enter any additional information )

|  |
| --- |
| Understanding of Sydney Water’s operating context desirableExperience in successful delivery within a matrix organisation |

Sydney Water expects all staff to do other projects and perform additional duties as required.

# Appendix

### Manager once Removed accountabilities

* Ensure collaboration across the business and integration of work effort
* Be the person your staff once removed can talk to if they feel they are not being treated fairly by their manager or if they want to appeal a decision made by their manager
* Ensure a high quality of leadership is provided for staff once removed
* Oversee talent and succession planning in your team
* Build capability to form and maintain a high performing team

### Manager accountabilities

* Provide high quality leadership to direct reports
* Ensure direct reports fully understand your role (as a leader)
* Build and maintain a strong, two way, trusting working relationships with your staff
* Ensure your direct reports understand their individual contribution to the Team Plan, Group Business Plan, and Sydney Water Strategy
* Your team understands what is expected of them, how they are performing, and how their performance will be measured
* Make accountabilities and authorities clear and ensure your staff have the financial, people, and physical resources needed to do their best work safely
* Make fair and ethical leadership decisions in the best interests of our people, our customers and our business
* Ensure all fundamental people management and compliance standards are met, including managing leave and mandatory training
* Ensure your team is diverse, inclusive and engaged, and you work and behave in a way that is consistent with our high performing culture
* Work collaboratively and contribute to the decisions made and moves in a set direction with commitment
* Communicate with your direct reports in person about change wherever possible
* Quickly address discomfort or tension so problems are resolved before they develop into conflict
* Role model our behaviours and ethics
* Support your teams to manage their physical and mental wellbeing, through flexibility options and My Wellbeing, My Way program
* Keep your team safe and well while they are at work
* Demonstrate commitment to being safety and wellbeing in day to day actions such as sharing lessons learned and safety moments
* Fully participate in health, safety and wellbeing activities such as wellbeing support activities, incident investigations, safety meetings, safety inductions and safety training

### Planning accountabilities

* Ensure systems of work and processes are effective, that the structure of the team supports the work to be done and that work is aligned across members of my team
* Develop team business plans and ensuring effective execution of those plans
* Ensure work occurs at the right level and outcomes are delivered to the agreed standard
* Integrate work across team/s
* Apply Sydney Water policies and procedures consistently and fairly
* Communicate what is required for the business and why

## Signature behaviours

All staff are accountable for demonstrating Sydney Water’s signature behaviours of:

* **Focus on solutions:** We are proactive, have a positive attitude and we are open to change. We strive to build value for our customers in all that we do
* **Stand up and contribute**: We value diversity and the experience and knowledge of ourselves and our colleagues. We choose to participate, share our view and get involved
* **Do what you say**: We are open, honest, and transparent. We are trustworthy, act with integrity and lead by example
* **Support and Encourage:** We achieve more as a team. We build effective relationships, celebrate success and help each other to be the best we can be
* **Own the outcome:** We own our role and understand how it contributes to the success of the corporate strategy and outcomes for our customers. We take personal responsibility and accountability for our decisions, actions and results