

Position Description

Renewal SA

Government of
South Australia

Role title	Environmental Advisor	Last reviewed	1/04/2024
Division	Project Delivery	Team	Project Services
Reports to	Environmental Services Lead	Classification	P01
Direct reports	Nil		

Role Purpose

Coordinate and monitor environmental investigations and undertake administrative activities to inform environmental issues related to Renewal SA projects and the Soil Recycling Facility.

Key Accountabilities

- Procure and manage environmental investigations for Renewal SA projects and advise on issues to minimise impacts on human health and the environment.
- Provide advice to internal stakeholders on environmental considerations for Renewal SA projects with minor environmental issues.
- Work collaboratively with team members, assisting where necessary to progress projects, to ensure successful project completion.
- Provide administrative and procurement support to the team.
- Provide administrative and operational support when required to the Soil Recycling Facility including coordinating truck arrivals, assisting with weighbridge operations, and liaising with external contractors, to ensure compliance with facility management plans.
- Oversee the administration and procurement process for the Environmental Services Panel, and any changes to panel members and details as required.
- Other duties as required.

Key Relationships

Internal	
Who	Why
Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.
External	
Who	Why

Other Government Agencies	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.
External Stakeholders	Engage with relevant stakeholders to facilitate communication, provide expert advice, gather, and exchange relevant information.
Vendors/Suppliers/Consultants	Manage contracts for quality, on-time service delivery, compliance, and performance targets.

Key Challenges

- Procuring and managing external consultants to assist with the delivery of work.
- Managing challenging discussions regarding potential contaminations while aligning actions with regulatory requirements.
- Navigating complex frameworks, such as site contamination and planning referrals, while considering relevant legislation and guidance documents.

Qualifications and Technical Requirements

- Tertiary qualifications in Environmental Science or an appropriately related field are required.
- Current drivers' licence is desirable.

Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
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Culture and Collaboration	Communicate effectively	Intermediate	<ul style="list-style-type: none"> ▼ Use concise language to target messages and avoid overwhelming audiences. ▼ Structure communications to deliver the purpose with impact, using facts or insights, as necessary. ▼ Adjust communications according to the audience to find the right channels to maximise reach. ▼ Understand and apply better ways to use inclusive language and communicate in the voice of Renewal SA.
Strategy and Growth	Understand government priorities and context	Intermediate	<ul style="list-style-type: none"> ▼ Understands the goals and priorities of the Minister and Renewal SA and support as needed when priorities change. ▼ Actively stay up to date on the policies and legislative requirements and their application and impact to your role. ▼ Be aware of SA government requirements for governance and apply knowledge in developing or managing forums. ▼ Understand the roles and authorities across Renewal SA to efficiently direct decisions and escalations.
Innovation and Agility	Navigate reform and change	Intermediate	<ul style="list-style-type: none"> ▼ Lead the understanding of the change purpose and impact with your team and promote communications or information. ▼ Engage with your team to assist them in becoming comfortable with the potential impacts of the change. ▼ Show awareness of concern in others in your team and support them to find ways to accept and adopt the change. ▼ Understand broader reform initiatives and the current and potential impacts on Renewal SA and your team.
Solutions Focused	Prioritise and plan	Intermediate	<ul style="list-style-type: none"> ▼ Demonstrate detailed understanding of the activities and actions required to achieve the objectives in planning activities. ▼ Take part in the planning of team goal setting and contribute to identifying

			<p>key work activities.</p> <ul style="list-style-type: none"> ▼ Develop schedules of the work activities, sequence and timeframes to achieve your role in the plan. ▼ Proactively prepare updates to plans or scheduling where impacts to the work activities are forecast or expected.
Technical Capability	Project Delivery	Intermediate	<ul style="list-style-type: none"> ▼ Manages the delivery of smaller projects, establishing project implementation outcomes and measures, against project objectives to identify and initiate corrective actions in line with best practice. ▼ Engage in proactive communication and clarification of expectations with project leaders, teams and stakeholders to ensure effective delivery of project outcomes. ▼ Prioritises, delegates, and coordinates project resources and activities, fostering a collaborative and inclusive work environment that inspires and motivates others. ▼ Establishes opportunities to enhance continuous improvements, whilst engaging in risk management and quality assurance processes to ensure issues and threats to project completion are identified and responded to.

Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.		<input type="checkbox"/>	I have read and understood the role and expectations of me. <input type="checkbox"/>
Name		Name	
Title		Signature	
Signature			
Date	Click to enter a date.	Date	Click to enter a date.