

POSITION DESCRIPTION

Role title	Principal Environmental Advisor	Last reviewed	March 2024
Division	Property and Major Projects	Team	Project Services
Reports to	Environmental Services Lead	Classification	PO4
Direct reports	Nil		

Role Purpose

Lead and manage complex environmental initiatives, projects and programs, to mitigate environmental risks, ensure compliance with relevant legislation and industry requirements, and contribute to the achievement of Renewal SA and government objectives.

Key Accountabilities

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- Provide expert advice to internal and external stakeholders on environmental considerations for larger, complex projects and assets, addressing issues such as contamination and asbestos, to ensure appropriate and pragmatic management of environmental risk and compliance with environmental legislation.
- Procure and manage environmental investigations to identify and address major environmental risks for Renewal SA Projects.
- Provide timely advice on immediate short-term management options for environmental issues, related to Renewal SA projects and assets, to ensure compliance with legislation and industry requirements and to achieve commercial and government objectives.
- Participate in tender panels for Renewal SA projects involving complex environmental concerns.
- Support and mentor team members providing guidance and reviewing work for technical aspects of work.
- Stay updated on regulations and industry best practices to provide best practice advice on opportunities to continuously improve environmental management practices.
- Other duties as required.

Key Relationships

Internal	
Who	Why
Executive	Provide expert advice and support to respond to and deliver against strategic and business plans, agreed projects and new initiatives.
Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.

POSITION DESCRIPTION

Internal	
Who	Why
Work Team	Participate in meetings, share information, and provide input on issues. Act as a mentor and 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

- Managing time and prioritising tasks to handle reactive situations and to provide timely advice under pressure.
- Meeting project deadlines within timeframes while balancing the expectations of internal clients, external providers, and consultants
- Articulating complex environmental issues and requirements to non-experts who may not be familiar with technical terms.
- 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 a related field is required.
- Current driver's 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

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- ▼ 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
Culture and Collaboration	Communicate Effectively	Advanced	<ul style="list-style-type: none"> ▼ Present information and concepts to large audiences in a clear and professional manner. ▼ Understand and anticipate the motivations and needs of others and address them in communications. ▼ Able to cater to broad audiences and can influence and respond rapidly to audience sentiment. ▼ Champion Renewal SA's communication style and expectations, driving awareness and learning and development activities.
Strategy and Growth	Understand government priorities and context	Advanced	<ul style="list-style-type: none"> ▼ Actively stay up to date on the policies and legislative requirements and their application and impact to your role ▼ Drive a culture of proactive response and change across Renewal SA for impacts of new policy development. ▼ Be aware of SA government requirements for governance and apply knowledge in developing or managing forums. ▼ Maximise utilisation of strategic relationships to anticipate and influence decisions and outcomes.
Innovation and Agility	Navigate reform and change	Advanced	<ul style="list-style-type: none"> ▼ Drive a culture that embraces change where purpose-led change management initiatives are essential. ▼ Lead and inspire others to show openness and commitment to large-scale change. ▼ Anticipate and create change management plans to address resistance to change across Renewal SA. ▼ Anticipate and lead Renewal SA in formulating responses to the impacts and changes of reform initiatives.
Solutions Focused	Prioritise and plan	Advanced	<ul style="list-style-type: none"> ▼ Actively engage in Renewal SA processes defining strategic objectives and initiatives critical to the success the organisation. ▼ Integrate the development of the strategic plan and strategic processes with operation business planning. ▼ Lead integrated portfolio planning between Renewal SA operations to maximise effectiveness of resources. ▼ Lead teams and drive a culture of proactive maintenance of plans and schedules that will impact on objectives and strategy.

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Capability Group	Capability	Level	Behaviours
People Leadership	Manage our people and knowledge	Advanced	<ul style="list-style-type: none"> ▶ Drive a culture where individuals proactively manage their capacity and demands and flexibility to redirect capacity as needed. ▶ Champion the use of knowledge systems and develop or encourage new ways of capturing knowledge across Renewal SA. ▶ Lead sharing and storing of information across Renewal SA and mitigation of risks associated with key personnel loss.
Technical Capability	Project delivery	Advanced	<ul style="list-style-type: none"> ▶ Displays thought leadership, proactively managing and surpassing stakeholder expectations through effective communication, alignment of deliverables, and fostering a collaborative and innovative environment. ▶ Advises and collaborates with influential stakeholders to secure additional resources, assistance and influence project governance, deliverables and deadlines. ▶ Promotes a culture of agility and continuous improvement as a visionary, leading the strategic direction and incorporating changes to benefit future projects to ensure Renewal SA's success. ▶ Drive change and innovative solutions to support improved technical decision making across the project lifecycle and in the achievement of successful project outcomes.

Delegate	Role occupant
<i>This position profile accurately outlines the expectations of the role.</i>	<i>I have read and understood the role and expectations of me.</i>
Name:	Name:
Title:	Signature:
Signature:	
Date:	Date: