



Role description

Position title: **Graduate Environmental Officer (Mining)**

Type of vacancy: **Permanent Full-time, 3 positions**

Division/Business group: **Operations & Environmental Regulator, Regional Service Delivery, Central West Region, Environmental Services Mining**

Classification: **PO2**

Salary range: **\$1,996.00 - \$2,554.70 per f/n**

Job Ad Ref (JAR): **ERM/EnvO/CW2012**

Closing date: **22 September 2011**

Location: **Emerald, Rockhampton, Mackay or Gladstone (subject to negotiation)**

Contact officer: **Chris Loveday (07) 4987 9340**

Total remuneration: **\$52,074 - \$66,650 p.a**

Working for DERM

managing the state's natural environment for the benefit of all Queenslanders. Our tasks include promoting sustainable living and resource use, encouraging land managers and the rural industry to take an integrated approach to managing soil, water and vegetation, and strengthening Queensland's response to climate change.

Our key areas of responsibility are:

- Water – securing the quality and supply of water
- Climate change- preparing for the impacts of climate change
- Land – managing land and vegetation(including land titling and administration of native title)
- Environmental services – building resilience in natural landscapes and conserving our natural and cultural heritage

DERM has a culture which values results, professional growth, workforce diversity and a healthy balance between work and life commitments. As a DERM employee, you will be actively encouraged and supported as an individual and will have access to a range of flexible work practices, learning and development opportunities, and study assistance.

For further information about our department visit our website <http://www.derm.qld.gov.au/about/index.html> .

About this role

A DERM graduate position offers you the chance to apply your knowledge and skills whilst continuing your learning through a comprehensive learning and development program in your graduate year.

This position offers you the chance to apply your knowledge and skills to a rapidly growing industry where you will assist in the implementation of strategies relating to environmental management, environmental legislation and policies associated with the mining industry. You will have the opportunity to work with experts and professionals in your field, work with leading-edge science and technology and access a range of resources.

As a member of the Environmental Services Mining team you will contribute to the implementation of environmental management strategies for mining and mining related activities and consult with industry, government and the community to provide advice and promote compliance with environmental legislation.

Duties of the role

- Plan and undertake compliance activities which include conducting inspections, preparing reports and implementing legislative enforcement tools.
- Provide advice to key stakeholders on environment and policy issues.
- Consult and negotiate with key stakeholders on environmental issues and implementation of policy in relation to the mining industry.
- Develop environmental approvals for environmentally relevant activities undertaken as part of mining operations.
- Assess and condition applications for environmental approvals in accordance with the *Environmental Protection Act 1994*, *Water Act 2000* and the *Sustainable Planning Act 2009*.
- Provide an after-hours on-call environmental incident response service.
- Prepare ministerial and other correspondence, briefing notes, and information documents.

Skills, knowledge and experience sought

Within the context of the duties described above, the ideal applicant will be someone with:

- An ability to research, review information, analyse data and contribute to the development of policy solutions and strategies.
- An ability to develop good working relationships and networks with stakeholders and contribute as an effective team member through collaboration and maintaining mutually beneficial relationships.
- Written and oral communication skills with an ability to prepare reports, papers and correspondence which is appropriately targeted to a range of audiences.
- An ability to effectively prioritise and manage workloads to meet deadlines and demonstrated flexibility in responding to changing priorities.
- Ability to acquire knowledge of the *Environmental Protection Act 1994*, *Water Act 2000* and *Sustainable Planning Act 2009*.

The Graduate Program

The DERM Graduate Program is an 11 month development program designed to provide training and development in a range of areas including;

- Induction to DERM
- Indigenous and cultural awareness
- Project planning and management
- Stakeholder engagement
- Personal effectiveness
- Career planning.

The program provides access to a wide variety of networks including fellow graduates and staff within the Department. Your work experience combined with the formal training and development you receive will ensure a smooth transition into DERM and equip you with the knowledge, skills and abilities to kick start your career.

The development program commences in February 2012. If successful in gaining this position, you will be expected to commence as soon as possible in 2011 and no later than January 2012.

Mandatory requirements

Qualifications

To be considered for appointment you must have a degree or higher qualification, from a recognised Tertiary Institution in environmental engineering, environmental science, applied science, geology, hydrogeology, or water chemistry; or agreed equivalent as determined by the Director-General or another relevant discipline. You must be completing your degree this year or have completed your degree **since January 2010** to be eligible for this graduate role.

If your qualification is from an overseas institution, you will need to attach a certified copy of the official recognition to your application (email skillsrecognition@deta.qld.gov.au for more information about obtaining official recognition of your overseas qualification).

Licences

You must have a current driver's licence and be prepared to obtain a manual licence if required.

Citizenship/visa

See 'eligibility' criteria on the DERM graduate homepage.

Additional factors

A discipline check for applicants already working in the public sector may be undertaken. Further details are available in the Applicant Guide.

Field work and travel are requirements of this position as is participation in the after-hours on-call incident response service.

Your application will remain current for up to 12 months and you may be contacted regarding other identical vacancies within Environmental Services Mining at Gladstone, Emerald, Mackay, and Rockhampton and for either full time or part time employment.

The Department of Environment and Resource Management understands that employees need to balance work with other personal commitments. It assists employees by offering a range of benefits:

- Flexible start and finish times that can be negotiated with your supervisor.
- Access to free personal and career planning counselling for you and your family.

- Financial assistance to study part-time at University and time off for exams and study.
- 5 weeks annual leave for staff based in Mackay.

Assistance with relocation expenses should be discussed with the Panel at interview.

For Emerald based employees government housing may be available at below market rates, this is subject to availability at the time of appointment.

A probationary period of 3 months will apply if you are not currently permanently appointed to a role in the public sector. If your work performance, attitude and behaviour are assessed as satisfactory, the appointment will then be confirmed. In some circumstances, the probationary period may be extended to enable further assessment to be undertaken.

How you will be assessed

We need three (3) pieces of information from you to make an initial assessment:

1. Your current resume
2. A copy of your most recent university academic transcript
3. A two page response to the below questions

Q1 Describe a situation/task where you have worked in a team. What were some of the challenges and how did you overcome these to achieve a positive outcome?

Q2 What do you think are the essential skills for effective communication?

Q3 Describe an occasion where you have used your research and analytical skills to contribute to a project.

Use examples from your study, work experiences or life experiences to date. Your answers should be clear and concise and give specific and accurate information on your skills and abilities. Limit each response to 300 words. Please place the job add reference (JAR) at the top of the page to ensure your application is in the correct pool.

The selection panel will assess your ability to perform the work required of the position based on your statement, transcript and resume.

Referees may be contacted to verify the information you provide and to comment on how well you demonstrate the personal attributes being sought.

For further information on what information to provide in your statement and resume, download the "Applicant guide" from http://www.derm.qld.gov.au/about/employment/pdf/applicant_guide.pdf

How to apply

Online—please follow the steps below:

1. Complete the online application form on the graduate portal: www.graduates.qld.gov.au
2. Upload your application (a maximum of three (3) files) using the online system. Please ensure you click the "Submit" button when completed.