

# POSITION DESCRIPTION

## Environmental Advisor

<b>Date:</b>	6 February 2024	<b>Line Manager:</b>	Senior Environmental Advisor
<b>Title:</b>	Environmental Advisor	<b>Direct Reports:</b>	Nil
<b>Team:</b>	Delivery - Construction	<b>Status of Position:</b>	2-year fixed term contract
<b>Location:</b>	Site Based	<b>Date Reviewed:</b>	6 February 2024

## 1 Position Summary

Reporting to the Project Director, the Environmental Advisor is responsible for providing high level environmental and sustainability advice and system management to ensure compliance with statutory obligations on construction projects. This position will require effective stakeholder liaison, managing and solving complex issues and ensuring fit for purpose solutions are offered.

The role will work collaboratively with internal and external stakeholders, contractors, and service providers to ensure conformance with legal and contractual requirements and evaluate operational compliance with approved environmental management systems to meet all Squadron Energy Governance and reporting requirements.

This role will be FIFO/DIDO to the Clarke Creek Wind Farm.

### 1.1 Key Responsibilities

- Inspire and champion change, challenge the status quo and set the example for achieving high environmental performance outcomes on construction projects.
- Build and maintain effective and collaborative relationships with key internal and external stakeholders at all levels to foster strong awareness and commitment towards environmental compliance on construction projects.
- Provide advice and support to Squadron Energy management, employees, and contractors to develop contracts, environmental specifications, and management of contractor's environmental obligations.
- Independently and competently undertake environmental risk assessments, inspections, audits, monitoring, and compliance tasks to report on and enhance environmental and sustainability performance.
- Coordinate and maintain accurate records of environmental compliance obligations.
- Identify non-conformances and provide advice to the Project Director.
- Review and update environmental management plans and oversee their implementation.
- Ensure accurate reporting to project teams and the Squadron Energy Project Director on matters including, but not limited to, risk, compliance, due diligence, contractor performance and process improvements.
- Enhance environmental awareness consistent with internal policy, procedures, and use of the environmental management system.

- Respond to and ensure appropriate management of environmental incidents and non-conformances.
- Assist to coordinate and complete environmental tasks and government agency liaison ensuring quality, compliance, and maintenance of stakeholder relationships.
- Coordinate the engagement of specialist environmental contractors or consultants as required, ensuring value for money and timely completion of deliverables.
- Work closely with the Project Health and Safety Manager and Project Manager to provide ongoing process and system improvements on construction projects to ensure quality environmental outcomes.
- Carry out the duties of the role in a professional and ethical manner and in accordance with Squadron Energy's values, Code of Conduct, and any other relevant policies.
- Perform other duties, commensurate with skills and experience as requested.

## 1.2 General Responsibilities

<b>Health, safety, and environment</b>	Comply with all workplace health, safety and environmental obligations and report any incidents, hazards and accidents to the safety and environment team.
<b>Administration</b>	Ensure all documentation is stored and recorded on the Squadron Energy document management system.
<b>Reporting</b>	Ensure that issues and risks are escalated/reported to management in a timely manner.
<b>Financial</b>	Adhere to Squadron Energy and project procedures for purchasing and expenditure in compliance with approved budgets.
<b>Stakeholders</b>	Maintain a professional relationship with all project Stakeholders.
<b>Company</b>	Ensure that all work is carried out in accordance with Squadron Energy's employee policies and standards.

## 2 Skills and experience

### 2.1 Experience and knowledge

- A minimum of 5 years' experience in an operational and/or site based environmental advisory role.
- Experience in managing compliance obligations and responding to incidents.
- Demonstrated knowledge and application of QLD and Commonwealth planning and environmental legislation with experience in compliance management.
- Experience in managing complex environmental issues.
- Ability to maintain effective and collaborative relationships across diverse stakeholders.
- Ability to manage large work programs with competing tasks, deadlines, and involvement with internal and external parties.
- Demonstrated positive and flexible attitude with a willingness to take on a wide range of diverse tasks and adjust to competing priorities.

## 2.2 Skills

- Exemplify personal drive, professionalism, and integrity; effectively communicate ideas, influence others, and think practically.
- Proven analytical and problem-solving skills that can be communicated to influence project outcomes.
- Ability to understand and interpret legislation and environmental approval conditions.
- Superior interpersonal skills, including liaison and negotiation skills.
- Excellent written and oral communication skills with the ability to influence outcomes.
- High-level organisation skills including well-developed priority-setting skills and the ability to meet deadlines.
- Computer literacy and strong competence with the Microsoft 365 suite of software is fundamental to this role.

## 2.3 Qualifications

- Tertiary qualification in Environmental Science or Environmental Engineering.
- Lead Auditor – Environment Management Systems (desirable).
- White Card.
- Current Australian driver's licence.

# 3 Core behavioural responsibilities for all employees

Our values drive everything we do and underpin the culture we seek to create. Integration of our ten core values into our employment practices and frameworks allows Squadron Energy to recognise and respect individual employees for their personal contributions to their roles, their colleagues, our company and stakeholders.

<p><b>Humility</b></p> <p>Be vulnerable, take risks to trust others.</p>	<p><b>Courage and Determination</b></p> <p>NEGU - we never ever give up.</p>	<p><b>Empowerment</b></p> <p>Go to your leader for advice, not permission.</p>	<p><b>Enthusiasm</b></p> <p>Be the most positive person in the room.</p>
<p><b>Family</b></p> <p>Support each other, always be kind.</p>	<p><b>Frugality</b></p> <p>Think of ways we can do things better, faster, cheaper, safer.</p>	<p><b>Generating Ideas</b></p> <p>Always be on the lookout for breakthroughs.</p>	<p><b>Integrity</b></p> <p>Do what you say you're going to do.</p>
<p><b>Safety</b></p> <p>Look out for your mates and yourself.</p>	<p><b>Stretch Targets</b></p> <p>Always be uncomfortable with your level of challenge.</p>		

**Squadron Energy is an EEO employer and we value diversity within our company.**