

| Position Description   |                                |   |
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| <b>Position Title:</b><br>Environment Coordinator  | <b>Location:</b><br>Launceston | <b>Water Award Classification:</b><br>7 |
| <b>Reports To:</b><br>General Manager Environment, Health and Safety   | <b>Direct Reports:</b><br>None |   |
| Primary Objective  |                                |   |
| The primary objective of this position is to oversee and complete key tasks for the Farm Water Access Planning process. The secondary objective of the position is to support the environmental approvals and compliance activities of the environment unit.   |                                |   |
| Key Roles and Responsibilities   |                                |   |
| <ul style="list-style-type: none"> <li>• Managing the development of Farm Water Access Plans (Farm WAPs) in future &amp; operational schemes</li> <li>• Provide auditing and administrative assistance in the Annual Farm WAP Audit Process</li> <li>• Overseeing and assisting in environmental compliance calendar activities relating to the EHS Team</li> <li>• Working with the EHS Team and across the business on relevant projects</li> <li>• Design and implement water quality, flora, fauna and soil monitoring programs for new Tranche 3 and existing operational schemes</li> <li>• Manage and update operational environmental management plans for all operational schemes including auditing duties, development of supporting documentation and reporting procedures, and training operators.</li> <li>• Provide environmental support for new and operational schemes including process, regulatory and compliance activities</li> <li>• Assist in the implementation and management of the water licence data management compliance program</li> <li>• Assist in the development of new Farm WAPs and in the development of amendments to current Farm WAPs in operational schemes</li> <li>• Assist the EHS Team in the completion of annual compliance reporting processes</li> <li>• Manage Tasmanian Irrigation hydrometrics compliance requirements</li> <li>• Facilitate projects as necessary such as the upgrade of sampling sites, replacement of sampling equipment etc</li> <li>• Other environmental duties as required and directed by the General Manager Environment, Health and Safety.</li> </ul> |                                |   |
| Workplace Health & Safety  |                                |   |
| <ul style="list-style-type: none"> <li>• Be responsible for own health and safety (including mental health) and the health and safety of others</li> <li>• Actively promote workplace health and safety</li> <li>• Understand and deliver on workplace health and safety responsibilities, and follow and enforce procedures for reporting hazards, incidents and injuries in line with company and certification requirements</li> <li>• Ensure all workplace health and safety related policies and procedures are followed</li> <li>• Abide by all workplace health and safety requirements.</li> </ul>   |                                |   |
| Organisational Environment   |                                |   |
| <ul style="list-style-type: none"> <li>• Work with all employees to proactively maintain a positive, enduring culture and work environment</li> <li>• Act with integrity and fairness in dealings with internal and external stakeholders</li> </ul>   |                                |   |

- Ensure all work carried out retains its simplicity while being of the highest standard
- Adhere to TI instructions, policies and procedures to ensure safe and correct working practices whilst still achieving required results.

### Selection Criteria

| Essential   | Desirable  |
|---|--|
| Tertiary qualification in Environmental Science, Natural Resource Management or related discipline  | Working or lived experience in irrigation and/or agricultural industries                           |
| Demonstrated ability to understand and apply environmental legislation and experience implementing regulatory, compliance and approval processes. | Accreditation in environmental auditing  |
| Demonstrated practical application of ArcGIS and/or advanced GIS systems  | Working knowledge of Federal and Tasmanian environmental legislation and approvals processes       |
| Proficiency in the use of Microsoft Office programs   | Water management and assessment knowledge  |
| Drivers licence (car)   | Experience developing procedures and processes related to monitoring and environmental compliance. |
| Excellent verbal and written communication skills   |  |
| Demonstrated ability to influence outcomes internally and with external stakeholders  |  |
| Demonstrated experience   |  |

### Working Conditions

This role is primarily based in an office however there can be significant driving involved in varied conditions. A valid drivers licence and the ability to drive in variable weather conditions during auditing events and field visits is essential.

### Physical Requirements

This role can involve inspecting construction work sites, remote monitoring locations, visiting operating agricultural facilities and new scheme assessments. The incumbent will need to be able to accommodate the physical demands of this work.

### Key Working Relationships

**Internally** this position works mainly with:

- General Manager Environment, Health and Safety
- EHS Team
- GIS specialist
- Project Managers
- Scheme Operators

**Externally** key working relationships are with:

Landowners and irrigators  
Environmental consultants

Water and environmental regulators  
Community stakeholders

**Performance Criteria**

TI Capability Level 7

**Communicates with Influence**

**Cultivates Productive Working relationships**

**Shapes Strategic Thinking**

**Exemplifies Personal Drive and Integrity**

**Achieves Results**

**Verification:**

We certify that the content of this position description is accurate:

Position Holder: \_\_\_\_\_ / /

CEO : \_\_\_\_\_ / /

TI capabilities at level 7

| Communicates with Influence  | Cultivates Productive Working Relationships   | Shapes Strategic Thinking   | Exemplifies personal drive and integrity   | Achieves Results  |
|--|---|---|--|---|
| <ul style="list-style-type: none"> <li>•Communicates clearly, listens</li> <li>•Understands and Adapts to Audience</li> <li>•Negotiates Persuasively</li> </ul>  | <ul style="list-style-type: none"> <li>•Nurtures Internal and External Relationships</li> <li>•Facilitates Cooperation and Partnerships</li> <li>•Values Individual Differences and Diversity</li> <li>•Guides, Mentors and Develops People</li> </ul>  | <ul style="list-style-type: none"> <li>•Inspires a sense of purpose and direction</li> <li>•Focuses strategically</li> <li>•Harnesses Information and Opportunities</li> <li>•Shows Judgement, Intelligence and Common Sense</li> </ul>   | <ul style="list-style-type: none"> <li>•Demonstrates professionalism and probity.</li> <li>•Engages with risk and shows personal courage, commits to action,</li> <li>•Displays resilience and adaptability</li> <li>•Demonstrates self-awareness and commitment to personal development.</li> </ul>   | <ul style="list-style-type: none"> <li>•Builds Organisational Capability and responsiveness</li> <li>•Harnesses professional Expertise</li> <li>•Steers and Implements Change and Deals with Uncertainty</li> <li>•Ensure Closure and Delivers on Intended Results.</li> </ul>  |
| Behavioural Descriptors  | Behavioural Descriptors   | Behavioural Descriptors   | Behavioural Descriptors  | Behavioural Descriptors   |
| <ul style="list-style-type: none"> <li>•Listens actively to ensure views and information are properly exchanged.</li> <li>•Keeps people up to date and fully informed of any changes to the original communication or plan.</li> <li>•Uses and adapts style to the needs of the audience.</li> <li>•Establishes credibility and approaches negotiations persuasively.</li> <li>•Offers convincing rationale which has been thought through in advance and carefully positioned with reference to desired TI outcomes as outlined in contracts or service goals.</li> <li>•Allows for genuine contest of ideas and pulls disparate views into a coherent position, and</li> </ul> | <ul style="list-style-type: none"> <li>•Nurtures internal and external relationships.</li> <li>•Responds to others in a respectful and appropriate manner.</li> <li>•Supports the development of a work environment where people work together and value collaboration and teamwork.</li> <li>•Supports and respects the individuality of others and recognises the benefits of diversity.</li> <li>•Seeks assistance when necessary and provides the same to others.</li> <li>•Recognises different skill areas and levels of expertise.</li> <li>•Works effectively across and throughout TI, sharing information to others as</li> </ul> | <ul style="list-style-type: none"> <li>•Contributes to, shapes the organisation's vision and goals.</li> <li>•Contributes to the team planning.</li> <li>•Thinks about problems from different perspectives.</li> <li>•Keeps abreast of technical changes relating to their functional area.</li> <li>•Critically evaluates information before applying intellect and experience to the final judgement.</li> <li>•Seeks to acquire appropriate expert knowledge, and is open to new information and different perspectives.</li> <li>•Thinks through problems from various viewpoints and analyses them objectively.</li> <li>•Grasps complexity and identifies</li> </ul> | <ul style="list-style-type: none"> <li>•Adheres to and promotes Tas Irrigation Values.</li> <li>•Takes responsibility for getting things done.</li> <li>•Shows strong commitment to continued learning and development and looks for opportunities to enhance own skills.</li> <li>•Willing to speak up about issues or recognise good work.</li> <li>•Prepared to ask for help.</li> <li>•Implements policies based on TI decisions.</li> <li>•Is independently minded and willing to challenge ideas and confront issues.</li> <li>•Is prepared to acknowledge when in the wrong.</li> <li>•Readily invests extra effort and initiative into progressing work.</li> <li>•Values continuing learning and</li> </ul> | <ul style="list-style-type: none"> <li>•Works across the organisation to achieve agreed outcomes and results.</li> <li>•Takes advantage of information technology, share ideas and intentions.</li> <li>•Helps to establish systems and processes.</li> <li>•Values specialist/technical expertise and places emphasis upon creating an environment which facilitate the sharing and effective use of professional knowledge and skills.</li> <li>•Works across organisational boundaries.</li> <li>•Ensures relevant professional input from others is obtained and shared.</li> <li>•Responds flexibly to stakeholder requirements and changing circumstances as they arise.</li> </ul> |

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| <p>finds common ground to facilitate agreement and acceptance of mutually beneficial solutions.</p> <ul style="list-style-type: none"> <li>•Produces user-friendly verbal and written communication.</li> <li>•Creates opportunities to listen to those whose input can add value.</li> </ul> | <p>needed and required.</p> <ul style="list-style-type: none"> <li>•Models commitment to customer service and delivery.</li> <li>•Demonstrates strong interpersonal skills by encouraging and modelling 'team-player' behaviour, including a willingness to consult, engage and listen.</li> <li>•Builds relationship with key people within the organisation. Understands when it is appropriate to confront issues and takes actions to deal with difficult performance situation.</li> </ul> | <p>issues that tend to be overlooked by others.</p> | <p>development.</p> <ul style="list-style-type: none"> <li>•Deals resiliently with work pressures and negative criticism by maintaining an optimistic outlook and developing and applying effective well being strategies.</li> </ul> | <ul style="list-style-type: none"> <li>•Uses the advantages offered by information technology.</li> </ul> |
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