



## MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE

---

### **JOB DESCRIPTION: ENVIRONMENT OFFICER – ENVIRONMENT IMPACT ASSESSMENT**

#### **CORPORATE INFORMATION**

1. Position Level Salary Band H
2. Salary Range - \$37,434.18 to \$47,684.02
3. Duty Station - Suva, Limited travel to divisions and district required
4. Reporting Responsibilities
  - a) **Reports to:** Senior Environment Officer (EIA)
  - b) **Liases with:** Government agencies, Proponents, EIA Consultants, Municipal Councils and internally within the Ministry
  - c) **Subordinates:** Nil

#### **POSITION PURPOSE**

This position assists in the effective and efficient enforcement of the Environment Management Act 2005 and the Environment Management (EIA Processes) Regulations 2007.

#### **KEY RESPONSIBILITIES**

The position will achieve its purpose through the followings:

1. Facilitate EIA customer complaints to resolve issues and deliver acceptable outcomes;
2. Monitor proponents/clients conduct, complaint history and social media content and assist with awareness/ education activities in accordance with the EIA process and escalate matters as required;
3. Actively participate in the delivery of community engagement programs to raise the community's awareness of legislation administered by the Department;
4. Respond promptly to enquiries from clients both internal and external on a wide range of matters;
5. Assist clients to find solutions to a wide range of matters by educating them on relevant legislation, regulations, procedures and the role of the Department to provide information and present impartial options within environmental legislations and policies;
6. Constructively and cooperatively participate and contribute to the team environment;
7. Carry out application assessments and site inspection to ensure compliance with relevant environment legislations and subsidiary regulations;
8. Timely submission of scientific/technical and site inspection reports with trend analysis and recommendation to management as and when required;
9. Carry out research and development on policy and environmental matters;
10. Ensure compliance with standards, regulations and recommended practices set by representative international agencies; and
11. Actively contribute to all corporate requirements of the Ministry, including planning, budgeting and human resources activities where required.

## **KEY PERFORMANCE INDICATORS**

Performance will be measured through the following indicators:

1. All assessment of EIA related matters/concerns and complaints is submitted within the agreed timeframes, and meets the standard reporting requirements, including recommendations for improvement.
2. All review process for EIA related matters are undertaken and written reports of the review/resolution process are submitted to management.
3. Inspection and monitoring of all EIA sites of concern, reports and recommendations are submitted that meet the standard required templates.
4. All processing of complaints received and the resolution time taken.

## **PERSON SPECIFICATION**

In addition to a Degree in Environmental Management/ Science or relevant qualification, or equivalent work experience, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Demonstrated work experience of up to 4 years in the field of stakeholders engagement and grievance redress/complaints handling;
2. Demonstrated working experience in scoping exercises in determining environmental concerns and monitoring development;
3. Demonstrated working experience in managing the flow of information, seeking clarification and providing advice and responses to ensure prompt resolution of issues;
4. Demonstrated working experience in addressing/responding to enquiries and complaints and providing solutions where possible, or redirecting to relevant area; and
5. Practical understanding and knowledge of relevant Environmental Acts and subsequent legislations.

### **Skills and Abilities**

1. Excellent communication skills (both verbal and written);
2. Conflict resolution, managing challenging interactions and customer expectations;
3. Effective time management and organization skills;
4. Managing workloads effectively in a diverse regulatory environment;
5. Accessing or referring to relevant legislation, regulations and policy quickly to provide valid, consistent and authoritative information to the client and identify legislative breaches or proponent misconduct
6. Service orientation approach with a commitment to supporting the operational/corporate environment of the organization.

### **Personal character and eligibility**

Applicants for employment must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicant must also be Fijian Citizens, under the age of 60, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up the duty.

The Ministry is an Equal Employment Opportunity Employer. Applicants are encouraged from all eligible, qualified applicants, All applicants must address the specific knowledge, experience, skills and abilities required for the job, as this criteria will be considered in assessing the relative suitability of applicants.