

Position Description

Vacancy Title: **Environment Officer**

Location: **Suva**

Reports To: **Manager Strategic Planning, Research and Development (v 1.00)**

Objective

The Environment Officer will provide support of the promotion of environment issues within Fiji and in relation to development implications on iTaukei Land. The incumbent will provide support to the Manager Land Services, through the development of programs, projects and practices that ensure the iTaukei Land Trust Board's interests and responsibilities relating to Environment and Climate Change are addressed. Responsibility includes implementation and monitoring of Environment Programs, Strategies and Management Plans and providing technical advice to Executive Management and Operations. Also, contributing to the improvement of iTaukei Land environment quality by providing sound management principles with particular regard to land, biodiversity, and water and atmosphere management.

Outcomes

Organisational Stakeholders

1. Environment Management

- Contribution to the implementation of the Environment Management Act 2005 Cap 240 and associated Environment Action Plans as approved by the TLTB Board & aligned to the National Government NDP is ensured
- Procedures and environment management plans consistent with contemporary Environment management systems for Fiji is developed
- Assistance in the Climate Change Action plans 2015 – 2020 consultation processes and implementation ensured.
- Participation in joint environmental partnership projects with other Government Agencies, tertiary and non-government organisations) to achieve sound climate change and environmental management outcomes.
- Provision of high-level responses to climate change, biodiversity, water quality, land management and energy projects.
- Responses to Sustainable Environment Assessments, Environment Impact Statements and other strategies and processes provided in an efficient manner.
- Technical reports and input into the development of environmental policies, guidelines and procedures provided
- Environmental advice for development application assessments is prepared according to standards required.

2. Waste Management

- Preparation of environment and waste management mapping in conjunction with the Senior Land Use Planner, Senior Research Officer and the GIS Unit.
- Waste avoidance, reduction, recycling, reuse and recovery strategies is promoted.
- Liaison with Government and Non-Government bodies and organisations in relation to waste management and environment matters

3. Legal Compliance

- TLTB is 100% compliant with the Fiji Land tenure systems and all relevant legislation and regulation

4. Risk Management

- OHS compliance sustained
- Health Safety and Wellness compliant

5. Customer Service

- Conduction of public meetings and facilitation of public discussions on environmental issues and matters affecting developments on iTaukei land is coordinated in an efficient manner.
- Compilation of reports on public discussion and recommendations made based on outcomes.
- Information to the landowners and community on current and proposed environmental programs and projects and environmental issues is provided.
- Liaison and work collaboratively with stakeholders to implement environmental programs.
- Articles for placement in iTaukei publications is ensured.
- Information and educational materials for distribution to customers, tenants and stakeholders are developed, produced and distributed
- Maintenance of an environmental focus on the Boards website
- Quality relationships with focus groups is maintained.
- Quality and efficient customer service for internal and external clients of the Board.
- Contributing to efficient work practices by active participation in teamwork, sharing of information and proposing improvements

6. TLTB image and Values Standards Demonstrated at all times

- Integrity of information maintained
- Confidentiality of information ensured
- Professional and ethical standards sustained
- Business Excellence, participate in the QCC, CSR and 5s

- Continuous learning and development of own skills and knowledge base is ensured.

Responsibilities - Key Competencies

Competence	Description
Business	
Risk Management	Analyse and manage risk.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Customer	
Relationship Building	Build beneficial relationships with suppliers and stakeholders.
Quality Focus	Deliver quality.
Professional	
Technical Strength	Demonstrate knowledge of a specialist discipline.
Compliance	Comply with relevant laws and the policies and procedures of the organisation.
Research	Apply formal research methodologies.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Environmental Science	Natural Resource Management or related field

Work Knowledge and Experience

Minimum of four (4) years relevant working experience

Working knowledge of Geographic Information Systems software and an ability to create baseline and environment maps.

Knowledge of relevant National and Local Government Agency responsibilities in the area of natural resource management

Experience in contract preparation, monitoring and review.

Thinks strategically and of the future and considers the longer-term implications of own work.

Knowledge of TLTB legislations and regulations and the Laws of Fiji: Environment Management Act 2005 Cap 240 and regulations.

Sound knowledge and experience with statutory environmental matters and in the preparation , implementation and monitoring of environmental management plans, policies and strategies

Experience and knowledge of environment management principles / natural resource management and their practical application with the ability to develop alternative solutions to issues

Good practical and technical knowledge of foreshore restoration and stabilisation technique's.

Requirements

Language Proficiency

Excellent command of English

Knowledge of another language

Professional Associations

Membership of appropriate Professional Institution

Regulatory Compliance Requirements

Drivers Licence

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		
	All staff	
	Executive Management	
	Management Team	
External		

Type	Interaction	Comments
	Business Councils	
	City and Town Councils	
	General Public	
	Government Officials	
	Regulators	
	Stakeholders	
	Customers	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Achiever	Puts in effort to achieve a desired result or goal and is motivated by this end and the overall accomplishment.
Detail oriented	Attends to the small elements of a task/activity, ensuring completeness and accuracy.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Customer/Client Focused	Focused on client and customer satisfaction and ensuring high levels of service are maintained at all times
Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Decisive	Reaches conclusions, promptly and firmly.
Disciplined / Systematic	Is controlled in conduct, shows an orderly pattern of behaviour, following a methodical and thorough approach

How To Apply

Apply Online Through HRmonise Link

Contact for Enquiries

Contact Name: Seruwaia Bolatini

Contact Email: sbolatini@tltb.com.fj

Further Contact Information: 3312733

Closing Date: 01 Nov 2024