HOUSING AUTHORITY
Position Description : **Environmental Officer**

Position	Environmental Officer
Incumbent	
Reports to	Project Manager
Date	

Reporting Positions	Project Manager

1. Accountabilities

The Housing Authority Environmental Officer will be responsible for:

1. Developing, implementing and maintaining environmental management systems to ensure compliance with relevant laws and regulations;
2. Contribute to Housing Authority Environmental Policy Manual, Waste Management Plan, pollution prevention programs for vetting and approval by the Board and updating of the manuals;
3. Conduct preliminary environmental assessments for proposed sites for acquisition and other sites for development advising potential environmental impacts on endangered species for feasibility purposes.
4. Assist, support and provide guidance and procurement for EIA services, permit applications, and other regulatory requirements;
5. Review Environmental Impact Assessment reports Environmental Management Plans or Construction Environmental Management Plans
6. Conduct monthly audits of active construction projects to report non-compliance with Department of Environment conditions and approved Environmental and Waste Management Plans. Liaise with the Engineer to Contract and Contractor's environment team to action corrective measures where necessary.
7. Attend to and resolve complaints and issues arising from spills – sewer, fuel and other environmental incidents.
8. Provide advice and regularly update Management and staff environmental performance and compliance and assist Risk Management Team on Environmental Risk Exposure and Rating.
9. Carry out any other duties within the scope of the position or related as assigned by the Manager Planning & Properties/Management team from time to time

- **Administration**
- Be able to identify, analyze environmental issues and implement effective solutions;
- Be able to communicate effectively with a wide range of stakeholders;
- Be able to manage multiple projects and prioritize work;
- Interpret and analyze data from various sources and identify potential issues;
- Adherence to relevant statutory requirements;
- Responsibility to Customers, Visitors, and fellow work mates in reducing risks;
- Complete reports for input towards monthly board papers;
- Understand the pressing issues such as Climate Change and it impact to Housing Authority developments and products;

- Understanding Housing Authority's strategies, policies, procedures and operational guidelines;
- Be familiar with various technologies and best practices to mitigate environmental impacts, conservation methods and sustainable waste management practices.

2. Working Relationships

Internal – all other divisions

External - Stakeholders such as – DTCP, Lands Department, TLTB, Municipal Councils, FRA, Civil Contractors, Engineers, Surveyors, Consultants, other work mates, customers**.**

3. Competencies, Experience and Knowledge

- Strong knowledge of Environment Act and regulations would be an advantage.
- Competence in the use of AutoCad, GIS, and other related computer applications would be advantageous; -
- Ability to interpret information, read surveyors files notes, and perform complex surveyor's calculations;
- Proven ability to make sound technical judgements with minimal "professional" guidance;
- Proven ability to work within tight deadlines and minimal supervision;
- Strong service orientation;
- Good systems and processes analytic skills;
- Must be a team player committed to working continually in an improving working environment;
- Understands Housing Authority's strategists, policies, procedure and operational guidelines.

4. Required Knowledge and Qualifications

- Have a degree in Environmental Science;
- Have previously work experience in environmental management or related field;
- Professional Certification CEP or OHSMS would be an advantage;
- Have strong technical knowledge in environmental laws, regulations and best practices to be successful in this role;
- 5 years' experience