

POSITION DESCRIPTION

REF 1310 HEAD OF ENVIRONMENT - NATIONAL OFFICE

Salary Scale	\$34,986.00 - \$43,732.50 per annum	Position Type	Established
Structure:	Department:	Customer Experience	
	Sub – Section	Environment	
Location:	National Office		

About Our Organisation

The Water Authority of Fiji is a corporate body established under the Water Authority of Fiji Act 2007 to make provision for the effective management and administration of the Water and the sewerage systems.

We are responsible for providing access to quality drinking water and wastewater services to over 154,000 residential and non-residential metered customers in the urban areas of Fiji and setting up water supply systems in rural areas.

Position Objective

The Head of Environment Management Unit is a senior leadership role responsible for overseeing all environmental aspects of the Water Authority of Fiji's operations. This position plays a crucial role in ensuring that the organization complies with environmental regulations and minimizes its impact on the environment. The Head of Environment Management Unit is responsible for developing and implementing environmental policies, managing environmental impact assessments, and fostering a culture of environmental compliance and responsibility within the organization. The position reports to the Manager Regulatory and Technical Support and will be responsible for ensuring the effective and efficient delivery of WAF's environment management functions and the compliance of WAF with the Environment Management Act 2005 and its sub regulations.

Key Accountabilities

- Development and implementation of strategic business plans and operational processes and procedures to enhance compliance with environmental standards
- Quality and timely advice provided on the enhancement of operations practices and guidelines to compliance with environmental standards
- Formulation, implementation and refinement of Standard Operating Procedures (SOP) to support WAF's Environmental Management function
- Periodic review of risks and mitigating strategies led and relevant revisions to risks and/or strategies to ensure relevance, applied
- Annual budget effectively monitored upon implementation and achieved for the Environmental Management Unit

- Budget variances identified and appropriately addressed in consultation with relevant parties
- Resource planning and coordination of direct reports to effectively and efficiently deliver environmental management services ensured
- Robust Environmental Management System developed, reviewed and continuously aligned to the required standard(s) to ensure WAF's compliance with mandatory requirements. This includes but is not limited to:
 - Formulation of environmental and resource policies with clear objectives that enhance WAF's compliance with legal environmental standards
 - Environmental policies and procedures implemented and managed
 - Environmental audits conducted and non-compliance reports submitted to Managers and reports subsequently cascaded to process owners and non-compliance addressed
 - Environmental management system regularly reviewed in a timely manner and with relevant parties
- Work with senior management to integrate environmental considerations into strategic planning and decision-making processes.
- Culture of environmental compliance established and continuously strengthened within WAF and relevant stakeholders:
 - Improvement in procedures and compliance ensured
 - Adherence to the requirements of the environmental systems ensured
 - Compliance of WAF's specific environmental management procedures monitored and managed
- Growth in efficiency and effectiveness of service delivery ensured including improvements from application of technology
- Environment Impact Assessment (EIA) and Waste and Pollution Control (WPC) function effectively delivered
 - Completion and submission EIA and WPC Applications
 - Terms of reference for Environmental Impact Assessments developed collaboratively with EIA Administrator
 - Completion of EIA's/reports with respective consultants
 - EIA reports reviewed
- Approval/and liaising process with (Department of Environment) facilitated
- All internal and external (if any) reporting requirements in relation to the outcomes of this role understood and correctly executed
 - Robust and relevant periodic reports/documents prepared and submitted as and when requested. This includes daily/project performance reports etc.
 - Superiors provided with useful information combined with analysis and interpretation, for the purpose of decision making

- Ad-hoc information request by superiors addressed in a timely manner
- WAF's HR Policy understood and effectively enforced in consultation with the HR Department
- Effective oversight, coaching, mentoring of direct reports delivered
- Recruitment of the right and competent individual for the right role ensured at all times in partnership with the HR Department
- Training needs assessment for direct reports effectively conducted in partnership with direct reports and appropriately addressed in consultation with the HR Department
- Relevant performance measures established for staff, timely performance appraisals carried out and action items (addressing strengths and weaknesses) resolved in consultation with the HR Department and other relevant parties
- Disciplinary actions carried out in consultation with the HR Department and in full compliance with all relevant laws, legislations and internal requirements
- Cooperation within the team and greater function / department
- Collaboration and leadership to achieve relevant organisational targets and goals
- Other related duties assigned by the Manager Regulatory and Technical Support and other relevant superiors effectively and efficiently addressed
- Support toward the alignment of environment management deliverables to organisational values and strategic directions ensured
- Organisational values and good corporate and governance practices are complied with in delivering outcomes ensured
- Any other tasks assigned by the manager Regulatory and technical support, Chief Customer Officer or the Executive Management

Position Specification

Competencies

QUALIFICATION REQUIREMENT

- Degree in Environmental Science, or related fields.

EXPERIENCE, SKILLS, & ABILITIES

- Minimum of 3 years of work experience in performing responsibilities similar to the ones outlined above and relevant experience in a supervisory role for at least 1 year.
- Good knowledge of the local state of the natural environment
- Good understanding of the Water Authority of Fiji Act 2010, Environment Management Act 2005 and other relevant legislations
- Demonstrated advisory skills and ability to assess implications of pollution incidents and recommend actions as and when situations arise

- Strong analytical and problem-solving skills
- Computer literate and ability to use basic Microsoft and other relevant software's
- Excellent communication and interpersonal skills, with the ability to work effectively with a diverse range of stakeholders.
- High level of attention to detail and accuracy in record keeping
- Ability to work independently and as part of a team
- Strong organizational and time management skills
- Understanding of basic financial skills (internal requisition orders and purchase orders, etc.)
- Organized with good corporate and governance practice

WHERE TO SEND YOUR APPLICATION

Typed applications of no more than three (3) pages must include the curriculum vitae in chronological order and the names of 2 referees with certified copies of relevant certificates and separate application for different positions. Briefly state how you meet the knowledge, experience, skills and abilities for the position applied.

INCOMPLETE & LATE APPLICATIONS WILL NOT BE CONSIDERED. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

Applications should be marked "**Confidential REF: 1310 Head of Environment – National Office**" and should be received no later than **5pm on the 8 December 2023** and could be:

Mailed to:

Hand delivered to:

Emailed to:

The Manager Human Resources

or

Human Resources Unit

or

hr.recruit@waf.com.fj

Water Authority of Fiji

Level 3, Manohan Building