



**Resource Management Consultants (Environmental Project Officers)**

Occupational Family/Code – Program Consultation: CRM

Profile created: 1999 02

Profile updated: 2006 10

Occupation Summary	Selection of Competencies	Knowledge	Skills	Personal Attributes
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The Environmental Project Officer (EPO) is responsible for environmental protection program delivery in the eco-region in which he/she is located. The technical competencies of the person and the requirements of the position will determine the function within the environmental protection group for the eco-region. The focus of the duties may be industrial, commercial, or municipal environmental protection. The incumbent will travel to development sites, perform inspections, assess monitoring and meet with site personnel to discuss the environmental protection program at said development. The EPO will have demonstrated ability to communicate (verbally and written) to mediate and build consensus with a wide cross section of the general public, academia, inter and intra-ministerial colleagues, other levels of government, industry and business. The incumbent will, through the course of his work, gain a detailed knowledge of statutes, regulations, policies and guidelines that pertain to the environmental protection program for that eco-region. As a full performer, the EPO will provide lead technical review on decommissioning and reclamation plans, environmental assessments and screenings, operating and constructions approvals, and recommend them for ministerial signature.



## Knowledge

Knowledge is the baseline of information acquired through work and life experiences, learning situations and formal education which enables an individual to perform from an informed perspective.

### Acts/Regulations/ Legislation

- Knowledge of applicable internal and external acts, regulations, agreements, policies, guidelines, principles and processes relevant to environmental protection. **(Learn)**
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### Theories/Principles

- Knowledge of engineering/scientific terminology's and principles and applied methodologies related to the relevant eco-region sectoral activity or specific discipline. **(Bring)**
  - Knowledge of basic industrial and workplace safety, theory and practice as it applies to the performance of the environmental protection mandate. **(Bring/Learn)**
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### Technical

- Knowledge of the relevant eco-region sectoral processes/operations as they impact environmental protection. **(Bring/Learn)**
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## Skills

Skills are those demonstrated abilities, or proficiencies which one has learned from their past. These are acquired/developed from past work and life experience, including volunteer work, independent study, life events, community and leisure activities, and formal training.

Skills are demonstrable, measurable and are transferable from one situation to another.

### Communication

- Ability to identify, collect and record relevant information through observation, interviews, inquiries and inspections/investigations. **(Bring)**

*Personal attributes which may link with this skill statement include: independent, conscientious, persuasive...*

- Ability to clearly and accurately discuss and explain complex technical/scientific ecosystem issues, policies, procedures to diverse groups (e.g. general public, peers, industry, municipalities, politicians) at a level appropriate to the audience. **(Bring)**

*Personal attributes which may link with this skill statement include: assertive, innovative, persuasive...*

- Ability to accurately and concisely draft or compose technical reports, briefing notes, general correspondence, legal documents (e.g. licenses, inspection reports). **(Bring)**

*Personal attributes which may link with this statement include: diplomatic, conscientious, assertive...*

- Ability to plan, develop, deliver technical training/seminars to clients and stakeholder groups with a wide variance of education, experience and perspective/interests. **(Bring/Learn)**

*Personal attributes which may link with this statement include: flexible, open-minded, cooperative...*

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### Problem Solving

- Ability to educate, facilitate, and persuade others to achieve consensus or resolve conflict in highly polarized situations. **(Bring)**

*Personal attributes which may link with this skill statement include: persuasive, innovative, logical...*

- Ability to identify, develop, evaluate and implement solutions to resolve environmental protection/ecosystem issues/problems. **(Bring)**

*Personal attributes which may link with this skill statement include: logical, conscientious...*

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### Interpersonal

- Ability to independently make and implement crisis management decisions with limited time, resources and information to protect public health, safety and the environment. **(Bring/Learn)**

*Personal attributes which may link with this skill statement include: independent, goal-oriented, assertive...*

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### Team/Independence

- Ability to independently, or as part of a team, research, develop and recommend or implement new technologies, techniques, concepts, policies or guidelines. **(Bring)**

*Personal attributes which may link with this skill statement include: team player, independent, cooperative...*

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### Organizational

- Ability to independently organize duties, determine and adjust priorities to complete tasks and meet objectives in a multi-tasking environment. **(Bring)**

*Personal attributes which may link with this skill statement include: goal-oriented, flexible, logical...*

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### Analytical

- Ability to assess, evaluate and interpret complex ecosystem/environmental issues by applying scientific/engineering principles. **(Bring)**

*Personal attributes which may link with this skill statement include: conscientious, logical...*

- Ability to interpret and apply the intent of legislation and regulations to situations with limited or no precedents, no policies or disputed facts. **(Bring)**

*Personal attributes which may link with this skill statement include: logical, conscientious...*

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### Technical

- Ability to accurately input, edit, retrieve information and data, using various databases, spreadsheets, and word processing packages. **(Bring)**

*Personal attributes which may link with this skill statement include: conscientious...*

- Ability to operate, maintain and calibrate relevant scientific, analytical and sampling equipment with accuracy and precision. **(Bring)**

*Personal attributes which may link with this skill statement include: logical, independent...*

- Ability to collect routine or legal representative samples (air, water, biota, soil) by applying standard sampling techniques and protocols. **(Bring)**

*Personal attributes which may link to this skill statement include: logical, goal-oriented, conscientious...*

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## Personal Attributes

### (Bring)

Personal Attributes identify qualities of character, which a person must have to be an effective and successful performer in the job. They are underlying characteristics which are deep and enduring parts of an individual expressed most of the time. They are one's personal style or personal effectiveness, such as feelings, attitudes, habits and traits. Each of these is demonstrated by behavioural examples which allow one to objectively determine whether an individual possesses the required personal attributes.

Attributes, together with the knowledge and skill competencies, help you to predict what a person will do in a given situation.

### **Personal attributes for the Environmental Project Officers include:**

#### **To Be...**

- understanding
- diplomatic
- goal-oriented
- independent
- flexible
- innovative
- conscientious
- assertive
- persuasive
- logical
- open-minded
- co-operative
- ethical

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