

**POSITION DESCRIPTION**

**TITLE:** Environmental Compliance Officer

**DEPARTMENT:** Station

**ORGANISATION:** GDF SUEZ Hazelwood

**DATE:** January 2014

**JOB HOLDER:** Vacant

**MANAGER:** Manager Chemical and Environment-Operations

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**INTRODUCTION**

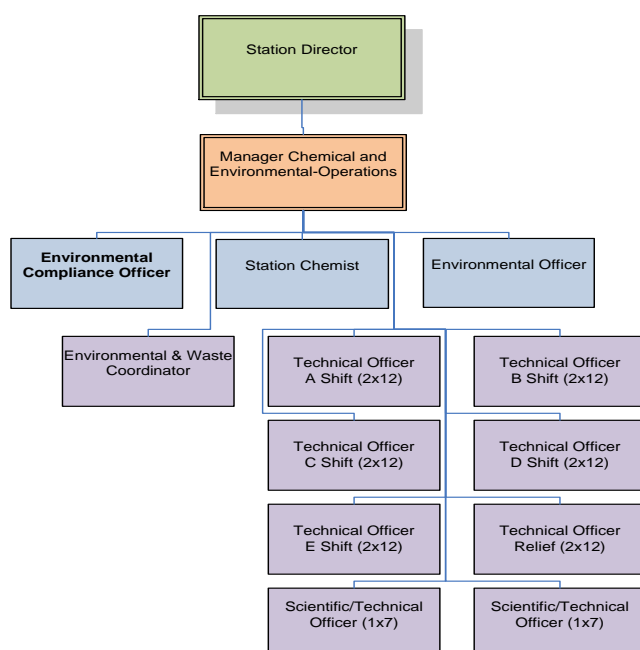
This Position Description describes all the important features of the job that will, in particular, enable the specific objectives of the organisation to be achieved. The attributes of a person able to perform this job are described in the Position Requirements and Key Selection Criteria.

**1. Job Purpose**

The Environmental Compliance Officer will ensure the compliance of environmental services in the power station and provide environmental advice on local issues in relation to environmental monitoring and compliance, in line with established internal policies, procedures and external regulatory frameworks, to enable GDF SUEZ Hazelwood to meet its environmental, business and statutory objectives.

**2. Reporting Structure**

The Environmental Compliance Officer reports directly to the Manager Chemical and Environment-Operations.



### 3. Dimensions and Authority

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Refer to Delegation of Authority Policy (Paradigm)

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|---------------------|---------|
| • OPEX Budget       | \$1,000 |
| • CAPEX Budget      | Nil     |
| • People Management | Nil     |

### 4. Relationships

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The Environmental Compliance Officer will be required to communicate with and influence people across all areas of the business in order to obtain information and insights and must possess appropriate communication skills to maintain effective and ongoing relationships with a variety of internal and external stakeholders including, but not limited to the following:

#### Internal

Executives, managers, peers,

#### External

Regulators

Industry participants – vertical and horizontal

Alliance Partners, Contractors, Suppliers

### 5. Core Business Values

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GDF SUEZ works to a set of core business values. These values are applied on a global scale and it is expected that all GDF SUEZ employees demonstrate behaviour consistent with the core business values.

**Drive** We continually drive for the highest operational and financial performance through innovation, efficiency, and financial discipline on behalf of all our stakeholders.

**Commitment** We commit to the highest standards of safety in everything we do, we reconcile the Group's development of essential services with respect for the individual and for the planet and continually act with transparency and integrity.

**Daring** We dare to live in the present with optimism and to build for the future with ambition, creativity and an entrepreneurial mindset.

**Cohesion** We mobilise all our strengths in a spirit of teamwork and values-driven behaviour to share best practice, learn from each other and create a sustainable energy business.

### 6. Leadership Style

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The Leadership Style guide was developed with the goal of achieving consistent leadership. Individuals must be willing to acquire and actively demonstrate their commitment to these leadership styles. Integral to the Leadership Style guide is the need to:

- Behave with Integrity
- Provide Clear Direction
- Create an Environment for Success
- Promote Creativity and Innovation
- Develop Competent, Caring and Confident People

## 7. Accountabilities

<b>Enterprise Business Process</b>	<b>Business Process Outcome</b>	<b>Process Cluster</b>	<b>Level</b>	<b>Description</b>
Stakeholder Management	<p>The business is appropriately positioned internally and externally, through the professional management of primary stakeholder relationships.</p> <p>Covers (but not limited to) strategic relationship management (banks, regulators, partners, unions, GDF Suez engagement, LIGs, risk management, politics, and information provision)</p>	External Relationship Management	R	Assist in the management of chemical and environmental related external primary stakeholder relationships, within established organisational stakeholder management framework, to ensure that the business is appropriately positioned externally.
Production	<p>Coal and power delivery</p> <p>Covers (but not limited to) maintenance execution, mine coal, transport coal and generation of power</p>	Technical Compliance	R	Provide support as required with technical compliance issues and requirements within the production plan, adhering to regulatory requirements and in line with the station production plan, to enable the delivery of coal and power, optimise equipment usage, maximise station output and equipment useability, and minimise the disruption of production.
Program/Project Management	<p>Company-wide standards and the focus on program and project management</p> <p>Covers (but not limited to) capital rationing, standards setting, planning and executing programs</p>	Project Management	R	Assist as required with chemical and environmental related projects and programs across the business, in accordance with established Project Management Office frameworks, to ensure that these projects are monitored, reported, reviewed and delivered in accordance with agreed sponsored directives.

Risk/Compliance	<p>Maintain company-wide standards and focus on analysis, intelligence gathering and management of risk and compliance, covering all operational and corporate functions and processes.</p> <p>Covers (but not limited to) legal, regulatory, financial debt, audit, health and safety, company policy, risk assessment/mitigation, business continuity, DRP, records, quality management, and permit management.</p>	<p>Monitoring and Reporting</p> <p>Compliance</p>	R	<p>Provide input with the monitoring, reporting, and compliance of risk policies, procedures, protocols and standards through all work processes within the Chemical and Environmental Division, applying the relevant risk policy frameworks, aimed at minimising operational, business and environmental risks for the enterprise, and ensuring that the relevant risk/compliance standards are communicated and met.</p>
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Accountabilities Legend	
P-Prime	"The buck stops here"
P*-Prime in own area	As above but prime accountability is in own area only
J- Joint	"Prime accountability shared between two roles"
C-Contributory	"Essential contribution, cant be done without this role"
R-Remote	"Plays a role but of a lesser importance"

## 8. Position Requirements

- Bachelor Degree in Chemistry or related discipline (eg. Applied Science/Environmental Science).
- Qualifications/trained in analytical analysis techniques using AAS, GC, UV-Vis etc.
- Sound knowledge of regulatory requirements within this field
- Excellent interpersonal skills

## 9. Key Selection Criteria

- Excellent investigative, analytical and trouble shooting ability in order to investigate failures, incidents and complex plant issues with minimum information
- Advanced skills in data gathering, manipulation and reporting
- Sound knowledge of Environmental regulatory requirements, standards, monitoring and regulations
- Knowledge of both state and federal compliance reporting requirements/systems
- Self-motivation, target oriented, result driven and ability to work to deadlines
- Commitment to Health and Safety regulations and safe systems of work
- Excellent written, verbal and information technology skills

## 9. Matrix Accountability Relationships

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<b><i>Enterprise Business Process</i></b>	<b><i>Process Cluster</i></b>	<b><i>Level</i></b>	<b><i>Key Matrix Relationships</i></b>
Stakeholder Management	External Relationship Management	R	P – PCE Director P* - Station Director P* - Manager Technical Compliance P* - Manager Chemical and Environmental-Operations
Production	Technical Compliance	R	J – Manager Technical Compliance-Mine J – Manager Technical Compliance-Station
Program/Project Management	Project Management	R	P – Manager Project Management Office P* - Manager Maintenance
Risk/Compliance	Monitoring and Reporting	R	P – Manager Risk and Compliance P* – Manager Technical Compliance
Risk/Compliance	Compliance	R	P – Manager Risk and Compliance P* – Manager Technical Compliance