MSS027010 Undertake complex environmental project work

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSS027010A Undertake complex environmental project work

Application

This unit of competency covers the ability to carry out complex environmental project activities and/or coordinate the activities of concurrent projects. Personnel are required to review and confirm the requirements of each project/activity, organise and carry out project activities, oversee the progress of projects/activities and finalise the work in each case. They may be responsible for all or some project deliverables, work in teams on aspects of projects, and may liaise with multiple clients. Personnel work under the supervision of an environmental scientist or engineer, site manager or workplace environmental manager. The unit does not cover procurement of project resources and contract management.

This unit of competency is applicable to environmental site coordinators, environmental managers and senior environmental officers working in all industry sectors. Note that the term 'manager' is used to refer to management of a function, project and /or program and does not necessarily imply line management.

While no specific licensing or certification requirements apply to this unit at the time of publication, environmental monitoring and management activities are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

MSS025015   Plan and conduct environmental project work

Competency Field

Project management

Unit Sector

Environmental

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 **Review and confirm project requirements with manager**	1.1 Confirm own role, limits of responsibility and reporting requirements for assigned projects/project activities.
	1.2 Review workplace project management procedures and controls.
	1.3 Review background information for each project/project activity to clarify intended outcomes, key stakeholders, drivers and likely constraints.
	1.4 Analyse project plans and clarify roles and responsibilities of project team members, deliverables, timeframes, stakeholder involvement and available resources.
	1.5 Negotiate any necessary changes to project plans in accordance with workplace project management procedures.
	1.6 Update project plans with confirmed information for milestones, resources, team members and stakeholder details, as appropriate.
2 **Organise and undertake project activities**	2.1 Use appropriate project management tools to achieve efficient integration and sequencing of projects/activities.
	2.2 Consolidate schedules of activities, timeframes and milestones on a single planning management framework to enable efficient monitoring of each project/project activity.
	2.3 Identify possible/actual clashes in activities and negotiate alternatives with project managers and/or own manager, as appropriate.
	2.4 Carry out own project tasks in accordance with relevant project plans and manage any variations in accordance with workplace project management procedures.
	2.5 Capture, record and store required project information and data.

	2.6	Support project team members to achieve project milestones and assigned outputs with resources available.
	2.7	Seek manager's advice when challenges are beyond own technical competence or when input from environmental specialists may be required.

3	**Manage the progress of multiple projects/activities**	3.1	Anticipate risks to progress or achievement of project outcomes and notify relevant personnel in accordance with risk management plans.
		3.2	Monitor completion of project activities and progress against targets and milestones.
		3.3	Negotiate and/or implement corrective actions, as necessary, with project team members/managers in accordance with workplace project management procedures and controls.
		3.4	Develop solutions in response to project problems and unforeseen or changed circumstances in consultation with project managers and/or own manager, as appropriate.
		3.5	Provide regular project reports in accordance with project plans and workplace project management procedures.

4	**Finalise project activities**	4.1	Provide deliverables for each project/project activity in accordance with the specified timeframe and quality standards.
		4.2	Provide deliverables for each project/project activity in accordance with the specified timeframe and quality standards.
		4.3	Ensure all project records are accurate and complete.
		4.4	Evaluate project processes to identify unresolved issues and recommend opportunities for improvement of future projects/project activities.
		4.5	Provide timely and accurate project reports in accordance with workplace project management

procedures and using the specified style, language and formats.

4.6 Archive project information and return borrowed/unused resources in accordance with workplace project management procedures.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Legislation, regulations, standards, codes, workplace procedures and requirements include the latest version of one or more of:	- federal legislation, such as the Environment Protection and Biodiversity Conservation Act, Australian Heritage Council Act, Native Title Act and National Environmental Protection Measures - state/territory government legislation and local government by-laws, policies, regulations and plans dealing with land use, acquisition, planning and protection; environmental protection; cultural/heritage protection; vegetation management; nature conservation and wildlife/plant protection; water, water management; soil conservation; pollution and contaminated sites; fisheries, forestry and mining operations - legislation, standards and codes of practice for work health and safety (WHS) - Australian and international standards covering environmental management (e.g. AS/NZS ISO 14000 Basic Set:2007 Environmental Management Basic Set); and sampling, testing and/or monitoring of air, water and soils - industry methods and guidelines - registration/licensing and/or accreditation requirements - site/project-specific information, such as applicable legislative requirements and approval requirements; work

schedules; industrial processes; environmental management plans; monitoring/inspection procedures and management actions to prevent/control environmental impacts or risks; methods for sampling and in-field testing; procedures for recording, processing, presenting and reporting data; job hazard analyses; safe work procedures and work method statements

- workplace documents, such as standard operating procedures (SOPs); equipment manuals and warranties; supplier catalogue and handbooks; safety data sheets (SDS); waste minimisation, containment, processing and safe disposal procedures.

Complex environmental project work includes developing, evaluating/updating and implementing environmental management and/or monitoring programs associated with one or more of:	- planning, operation or closure of construction, infrastructure, industrial and mining sites - rehabilitation of sites - revegetation of sites - management of pests - acid sulphate soils - acid rock drainage - wetlands - stormwater systems - air quality, dust and emissions/odours - water quality and water supply/use issues - contaminated sites (e.g. hydrocarbons) - waste, stockpiles and waste rock dumps - protection of biodiversity - acquisition and commissioning of complex equipment - significant quality improvement projects - set-up and operation of remote sensing sites - set-up and operation of groundwater bores - investigating a multifaceted or difficult environmental complaint, non-conformance or incident.
Background information includes one or more of:	- legislative/regulatory, permit, licence and approval requirements for site/project - site or project history - client history and correspondence - information about site processes and work schedules - records of consultations with stakeholders - emergency plans and safety procedures - site access protocols and permits

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- maps (road and topographical)
- existing databases (e.g. vegetation, topography, soils and regional ecosystem maps)
- workplace environmental management plans for site
- workplace, regulatory or standard methods/procedures for environmental sampling, monitoring or in-field testing
- manufacturer information or manuals for environmental equipment
- relevant case studies and good practice models.

Project plans include one or more of:	- purpose, scope, inclusions and exclusions - objectives, milestones, output/project deliverables and their acceptance criteria and quality standards - performance criteria/indicators, expected outcomes/measurable benefits and evaluation criteria - project management framework for: - planning, implementation, closure and governance - communications with stakeholders - cost estimates, budget and financial management - procurement and contract management - risk analysis and control measures - quality control and assurance procedures - WHS requirements - record keeping and reporting - specific roles and responsibilities of team members - work breakdown structure, schedules and timeframes - available facilities and resources (e.g. equipment and personnel).
Project management tools include one or more of:	- project management software and tools, such as: - Gantt and bar charts - program and evaluation review technique (PERT) charts - critical path method - cost schedule control system - logistics support analysis - life cycle cost analysis - spreadsheets - electronic and manual recording systems.
Project information and	schedules, records of time spent and progress

data include one or more of:	• costs, expenditure, invoices, payments, quotations and purchases
	• records of equipment used
	• emails and correspondence
	• records of consultations
	• sampling, monitoring, survey or in-field test data and results
	• progress reports and draft plans/procedures
	• project outputs
	• final reports/briefings/recommendations.
Solutions to project problems include one or more of:	• researching and applying models of good practice or relevant findings from case studies
	• seeking input from environmental specialists
	• reducing costs
	• seeking additional resources to meet deadlines
	• negotiating an extension to a deadline
	• redefining completion or quantity or quality of project outputs/outcomes
	• sharing ideas to generate improved work processes
	• changing roles and responsibilities within project team
	• outsourcing project components.
WHS and environmental management requirements include:	• compliance with relevant federal/state/territory WHS legislation at all times
	• assuming that samples are potentially hazardous and applying standard precautions
	• accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and state/territory Departments of Health, where relevant.

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet - https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9 a3fe998

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