



**Australian Government**

**MSS027018 Undertake complex  
environmental project work**

**Release: 1**

## MSS027018 Undertake complex environmental project work

### Modification History

Release 1. Updated unit code. Changes to elements and performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

### Application

This unit describes the skills and knowledge 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.

This unit applies to environmental site coordinators, environmental managers and senior environmental officers working in all industry sectors. They may also work under the supervision of an environmental scientist or engineer, site manager or workplace environmental manager.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

### Pre-requisite Unit

MSS025023            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	<b>Review and confirm project requirements</b>	1.1	Confirm own role, limits of responsibility and reporting requirements for assigned projects
		1.2	Read and interpret workplace project management

<p>Elements describe the essential outcomes.</p> <p><b>with manager</b></p>	<p>Performance criteria describe the performance needed to demonstrate achievement of the element.</p> <p>procedures and controls</p> <p>1.3 Read and interpret background information for each project to clarify intended outcomes, key stakeholders, drivers and likely constraints</p> <p>1.4 Read and interpret project plans and clarify roles and responsibilities of project team members, deliverables, timeframes, stakeholder involvement and available resources</p> <p>1.5 Negotiate changes to project plans in accordance with workplace project management procedures</p> <p>1.6 Update project plans with confirmed information for milestones, resources, team members and stakeholder details</p>
<p><b>2 Organise and undertake project activities</b></p>	<p>2.1 Use project management tools to achieve efficient integration and sequencing of projects activities</p> <p>2.2 Consolidate schedules of activities, timeframes and milestones on a single planning management framework to enable efficient monitoring of each project activity</p> <p>2.3 Identify possible and actual clashes in activities and negotiate alternatives with management</p> <p>2.4 Carry out own project tasks in accordance with project plans and manage any variations in accordance with workplace project management procedures</p> <p>2.5 Capture, record and store required project information and data</p> <p>2.6 Support project team members to achieve project milestones and assigned outputs with resources available</p> <p>2.7 Seek manager's advice when challenges are beyond own technical competence or when input from environmental specialists is required</p>
<p><b>3 Manage the</b></p>	<p>3.1 Anticipate risks to progress or achievement of project</p>

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
<b>progress of multiple projects</b>	<p>outcomes and notify relevant personnel in accordance with risk management plans</p> <p>3.2 Monitor completion of project activities and progress against targets and milestones</p> <p>3.3 Negotiate and implement corrective actions with project team members and managers in accordance with workplace project management procedures and controls</p> <p>3.4 Develop solutions in response to project problems and unforeseen or changed circumstances in consultation with manager</p> <p>3.5 Provide regular project reports in accordance with project plans and workplace project management procedures</p>
<b>4 Finalise project activities</b>	<p>4.1 Provide deliverables for each project activity in accordance with the specified timeframe and quality standards</p> <p>4.2 Provide deliverables for each project activity in accordance with the specified timeframe and quality standards</p> <p>4.3 Ensure all project records are accurate and complete</p> <p>4.4 Evaluate project processes to identify unresolved issues and recommend opportunities for improvement of future project activities</p> <p>4.5 Write timely and accurate project reports in accordance with workplace project management procedures and using the specified style, language and formats</p> <p>4.6 Archive project information and return borrowed and unused resources in accordance with workplace project management procedures</p>

## Foundation Skills

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

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

## Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS027010 Undertake complex environmental project work.

## Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>