



Australian Government

MSS027017 Contribute to environmental decision making

Release: 1

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Modification History

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

Application

This unit describes the skills and knowledge to gather and analyse information about environmental issues to inform workplace decision making and make valid decisions within a defined scope of responsibility. Personnel are required to implement relevant workplace policies and procedures; consult with and involve interested parties; develop well researched positions; make decisions; provide recommendations and to inform others about decisions.

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

Nil

Competency Field

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	Confirm decision-making process with manager	1.1	Identify site, project or program environmental issues or problems that require decisions
		1.2	Read and interpret workplace environmental policies and procedures to identify the decision maker and decision-making process

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	1.3 Scope the issue or problem, context, possible causes, the needs or concerns of interested parties and the risks involved 1.4 Seek timely advice about issues, problems or decisions that have impacts beyond own scope of responsibility 1.5 Confirm own role in the decision-making process and the timeline, constraints and resources available
2 Identify information needs, sources and collection methods	2.1 Identify the information required for a reliable decision 2.2 Confirm that available sources of information are reliable and sufficiently comprehensive for the required context 2.3 Select information collection methods that are efficient, cost-effective and ethical 2.4 Seek external expert opinion and advice in accordance with workplace procedures
3 Engage interested parties to inform decision making	3.1 Identify interested parties, their respective interests, needs and expectations, and assess their ability to contribute 3.2 Identify engagement strategies and activities to encourage effective participation in the decision-making process 3.3 Explain the engagement objectives and constraints and the level of influence that participants have on decisions 3.4 Use active listening to seek input and a balanced exchange of views 3.5 Provide accurate and balanced information using a language, style and format that is readily understood 3.6 Acknowledge differences of opinion to encourage rigorous examination of all options

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	3.7 Seek feedback to ensure that the views expressed by all participants have been understood 3.8 Keep interested parties informed about engagement outcomes and progress of decision making
4 Gather and analyse information needed for decision making	4.1 Gather sufficient information using methods that comply with workplace policies and procedures and legislative requirements 4.2 Set clear objectives for analysis of information 4.3 Analyse available information to identify significant issues, principles, legal requirements, patterns and trends 4.4 Clearly distinguish between fact and opinion 4.5 Justify assumptions made and support conclusions with reasoned arguments and evidence 4.6 Record outcomes of analysis in sufficient detail to enable transparent decision making
5 Make decisions and provide recommendations	5.1 Consider feasible options for addressing the issue or problem and the associated risks, costs and benefits of each 5.2 Check that the preferred option complies with legislative requirements and workplace policies and procedures 5.3 Obtain advice from relevant personnel if unsure about decisions or draft recommendations 5.4 Make valid, timely decisions when issue or problem is within own scope of responsibility 5.5 Provide recommendations to relevant personnel in time to inform decision making and enable effective action to be taken
6 Communicate	6.1 Provide timely, authorised information in accordance

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
information and decisions	with workplace policies and procedures and in a form or manner that suits the needs of recipients
	6.2 Check and confirm recipients' understanding of the information provided
	6.3 Use feedback from recipients to improve the way information is provided
7 Review contribution to decision-making process	7.1 Review information collection strategies, engagement activities and contribution to decision-making process to identify opportunities for improvement
	7.2 Report findings to relevant personnel

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 MSS027004 Contribute to environmental decision making.

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>