



Australian Government

MSS027023 Coordinate site remediation or rehabilitation activities

Release: 1

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Modification History

Release 1. Unit code changed. Application changed. Pre-requisites removed. Performance criteria changed. Range of conditions removed. Assessment requirements changed. Supersedes and is equivalent to MSS027009 Coordinate site remediation or rehabilitation activities.

Application

This unit describes the skills and knowledge required to oversee the day-to-day environmental remediation or rehabilitation activities at a site in accordance with an established management plan. Personnel assist with the planning and implementation of specific remediation or rehabilitation activities, liaise with contractors and consultants, and monitor both the progress and effectiveness of the activities. They work under the supervision of an environmental scientist or engineer, site manager or workplace environmental manager.

This unit applies to environmental site coordinators, environmental managers and senior environmental officers working in a range of industry sectors, including environmental monitoring, sampling and field testing (e.g. air, water, soil and noise); geotechnical services; natural resource management (e.g. wetlands); landfill management; site remediation or rehabilitation services (e.g. mine, construction and industrial). The term 'manager' is used to refer to management of a function, project and /or program and does not necessarily imply line management.

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

Environmental management

Unit Sector

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Confirm scope of site remediation or rehabilitation activities with manager	1.1	Locate, read and interpret legislative, regulatory, licensing, approval and planning requirements that apply to the site
	1.2	Read and review background information, site remediation and rehabilitation management plan and reports
	1.3	Review site remediation or rehabilitation goals and strategies, key stakeholders and their issues and likely constraints
	1.4	Read and interpret the technical specifications and plans for each activity
	1.5	Confirm the roles and responsibilities of the workplace staff, consultants and contractors involved; the work requirements and timeframe for each activity
	1.6	Confirm own role, limits of responsibility and reporting requirements for the coordination of assigned activities
2. Plan and organise activities	2.1	Consolidate schedules of activities, timeframes and milestones on a single planning management framework to enable efficient coordination of each activity
	2.2	Use project management tools to integrate and sequence activities
	2.3	Ensure forward planning that takes into account variables
	2.4	Identify possible and actual clashes and negotiate solutions with staff, consultants, contractors and manager
3. Liaise with site personnel and community members	3.1	Communicate timing and technical specifications with site personnel and confirm understanding
	3.2	Communicate hazard and safety procedures and environmental management obligations with site personnel and confirm understanding
	3.3	Communicate timely, authorised information to community members about activities in accordance with workplace procedures
	3.4	Solve problems and address issues and complaints arising from activities within scope of responsibility

	3.5	Escalate complex problems, issues and complaints in accordance with workplace procedures
4. Monitor progress of activities	4.1	Anticipate risks to progress and notify relevant personnel
	4.2	Monitor completion of activities and progress against work requirements and milestones
	4.3	Develop solutions in response to problems and unforeseen or changed circumstances in consultation with site personnel and own manager
	4.4	Negotiate and implement adjustments to work programs with site personnel in accordance with workplace procedures
	4.5	Record and store required information for each activity
5. Monitor effectiveness of activities	5.1	Conduct, or arrange for, site inspections to check work requirements for each activity have been met
	5.2	Conduct, or arrange for, the monitoring of specified environmental parameters to assist with the evaluation of activities
	5.3	Examine results of regular surveys, inspections and environmental monitoring to identify significant trends in data, performance indicators or non-conformances
	5.4	Clarify significant remediation or rehabilitation performance issues with the consultant or contractor involved to ensure details are fully understood
	5.5	Seek manager's advice when challenges are beyond own technical competence or when input from environmental specialists may be required
6. Report the progress and effectiveness of activities	6.1	Provide regular reports to relevant personnel about the progress and environmental performance of assigned activities
	6.2	Report instances of potential and actual environmental management non- conformance and incidents and the actions taken in each case
	6.3	Report opportunities and recommendations for improved coordination of activities in accordance with workplace procedures

7. Maintain records of activities	7.1	Write legible and accurate records in accordance with workplace and legislative requirements
	7.2	Store records of in accordance with workplace procedures

Foundation Skills

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

Range of Conditions

Unit Mapping Information

Supersedes and is equivalent to MSS027009 Coordinate site remediation or rehabilitation activities.

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>

Assessment Requirements for MSS027023 Coordinate site remediation or rehabilitation activities

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- planned and implemented the day-to-day remediation or rehabilitation activities for at least 1 site.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- environmental protection and management terminology, concepts and principles used in job role
- legislative, regulatory, permit, licensing, approval requirements and processes relevant to site remediation and rehabilitation activities
- common site remediation and rehabilitation goals, success criteria and strategies
- remediation and rehabilitation planning and design principles, including stakeholder engagement
- site remediation and rehabilitation methods and techniques relevant to job role
- examples of environmental parameters, analytical tests and flora and fauna surveys used to monitor the effectiveness of site remediation and rehabilitation
- site characteristics, nature of activities conducted at site, environmental management values, environmental issues, risks and impacts
- workplace environmental management plans, procedures, control measures and management actions for site activities
- variables, including seasonal factors, availability of equipment, seeds and plants and site access
- workplace project management procedures and controls, including:
 - project governance requirements
 - stakeholder management
 - quality standards
 - risk management plans
 - record management and reporting, confidentiality and security of information

- quotation, tendering, procurement and contract management procedures, and delegations
- financial management procedures
- human resource management procedures and industrial agreements
- project management tools
- interpersonal communication, negotiation and conflict resolution techniques
- problem-solving techniques
- relevant hazards, health, safety and workplace emergency response procedures.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - background information for site
 - workplace environmental management plans and procedures, control measures and management actions for site activities, project management tools and workplace information management systems.

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