



Australian Government

MSS027025 Coordinate environmental management activities

Release: 1

MSS027025 Coordinate environmental management activities

Modification History

Release 1. Unit code changed. Application changed. Elements changed. Performance Criteria changed. Foundation Skills populated. Assessment Requirements changed. Workplace outcome changed. Supersedes and is not equivalent to MSS027013 Coordinate environmental management activities.

Application

This unit describes the skills and knowledge required to coordinate activities to meet environmental management requirements.

This unit applies to environmental site coordinators, environmental managers and environmental officers and similar roles who are required to ensure activities comply with environmental requirements, identify actual and potential environmental impacts, coordinate response to incidents, and communicate environmental information and issues with a range of stakeholders.

This unit applies in a range of sectors including but not limited to environmental monitoring, sampling and field testing, geotechnical services, natural resource management, occupational hygiene monitoring, water supply and treatment, storm and wastewater management, solid and hazardous waste management, site remediation or rehabilitation.

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

Competency Field

Environmental monitoring and technology

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 environmental management responsibilities	1.1 Read and interpret legislative, regulatory and licensing requirements and approvals that apply to site or project 1.2 Clarify scope of own role and the roles of other key personnel 1.3 Identify resources available for site or project
2. Develop and maintain positive relations with stakeholders	2.1 Identify significant stakeholders and their concerns, issues, positions or attitudes about the site or project 2.2 Participate in meetings and networks to seek input from and convey

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	information to stakeholders 2.3 Use strategies to foster the trust and confidence of stakeholders 2.4 Communicate environmental management plans, positions and/or requirements in a way that acknowledges stakeholder concerns 2.5 Respond to requests for information or participation in stakeholder activities in accordance with workplace confidentiality requirements and protocols for communication 2.6 Provide timely, authorised information using language, styles and formats that are readily understood by the target audience 2.7 Identify difficult situations and negotiate solutions by using a collaborative approach and harnessing cooperation 2.8 Obtain regular feedback and use it to maintain and enhance positive relations
3. Provide targeted environmental management information	3.1 Use environmental management plans and incident reports to monitor information and skill needs of site personnel 3.2 Develop information materials and informal training sessions designed to meet identified needs 3.3 Provide information and training using format, style, language and delivery strategies appropriate to site personnel needs 3.4 Evaluate whether site personnel understand the environmental management aspects of their work role and provide information and/or guidance as needed 3.5 Monitor the effectiveness of information and training and adjust content, format, style and delivery strategies to address any issues 3.6 Identify areas where personnel may require formal training and/or other development support and initiate action to address needs
4. Assess environmental impacts and risks	4.1 Review scheduled activities to identify implications for environmental management 4.2 Identify potential and actual events, hazards and activities that may harm the environment 4.3 Conduct inspections and in-situ measurements to quantify risks and impacts 4.4 Report assessment of risks and impacts in accordance with workplace and legislative requirements

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
5. Implement environmental monitoring and management plans	5.1 Conduct specified environmental monitoring and site inspections to evaluate performance against environmental management requirements 5.2 Ensure that workplace environmental monitoring instruments are fully functioning and maintained 5.3 Plan and implement additional monitoring and inspections in response to atypical events, legitimate complaints or government requests 5.4 Examine results of in-situ measurements, laboratory analyses, inspections and audits to identify significant trends, non-conformance and incidents 5.5 Review environmental records to identify significant trends and impacts
6. Respond to environmental non-conformances and incidents	6.1 Implement workplace procedures for responding to environmental non-conformance and incidents to ensure prompt control and remediation 6.2 Investigate causes of non-conformances and incidents within scope of responsibility and in accordance with workplace and legislative requirements 6.3 Analyse findings to determine long term improvements through re-design of activities, work practices, environmental controls, information and training programs and/or management procedures 6.4 Implement authorised corrective and preventative actions to prevent recurrence of non-conformance or incident and to reduce risks 6.5 Record all recommendations, actions and outcomes in accordance with workplace and legislative requirements
7. Keep management informed about environmental performance	7.1 Provide regular reports about environmental performance, potential and actual non-conformances and incidents and actions taken in each case 7.2 Report opportunities and recommendations for improvements 7.3 Seek manager's advice when challenges are beyond own scope of role or when input from environmental specialists may be required
8. Maintain environmental records	8.1 Ensure required records are legible, accurate and satisfy workplace and legislative requirements 8.2 Store environmental records to enable easy access and review by authorised personnel according to workplace procedures

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	8.3 Monitor maintenance and security of records and initiate action to resolve problems and/or make improvements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Reading skills to interpret complex workplace documents, legislative requirements
- Writing skills to develop written materials, report on environmental performance
- Oral communication skills to communicate and resolve issues with stakeholders, present training and guidance
- Numeracy skills to interpret in-situ measurements, laboratory analyses, inspections and audits to identify trends, non-conformance and incidents.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. No equivalent unit.

Links

Companion Volume Implementation Guides are found in VETNet -

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

Assessment Requirements for MSS027025 Coordinate environmental management 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 demonstrated the ability to:

- coordinate environmental management activities for a site or project on at least 2 occasions
- identify information need/s and develop at least 1 related written information resource presented as a poster, flyer, notice or bulletin
- identify skill need/s and plan and present at least 1 related training session to a group of at least 3 people.
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Knowledge Evidence

There must be evidence the candidate has knowledge of:

- environmental protection and management terminology, concepts and principles relevant to site or project
- site and project characteristics, nature of activities conducted at site, environmental management values, environmental issues, and risks and impacts
- environmental legislative and regulatory requirements and responsibilities relevant to site or project
- workplace environmental management plans, procedures, control measures and management actions for site or project
- procedures for identifying and assessing environmental risks and impacts, managing stakeholder relations, responding to complaints, cultural and heritage finds and other environmental incidents
- analysis of environmental data and application to risk management and problem-solving
- common approaches to corrective action and long term improvements for risk management relevant to site or project
- interpersonal communication, negotiation and conflict resolution techniques
- techniques to promote engagement and trust with stakeholders
- use of format, style and language to communicate information in written and oral formats to suit different audiences
- methods of evaluating effectiveness of information and training

- methods of identifying skills and/or other development needs
- options to address skills and/or other development needs
- problem-solving techniques
- impact of gaps in information and skills on performance
- environmental management hazards, health, safety and workplace emergency response procedures.
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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:
 - maps, site photos
 - site and project reports/history
 - digital camera, monitoring and sampling equipment, laptop/smart device
 - relevant legislation, regulations, standards, codes
 - environmental management plan and procedures
- modelling of industry operating conditions, including:
 - site access.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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