



Position Description

CEnvP Certification Board Members

The overarching roles, responsibilities and processes of the voluntary Certification Board are set out in By-law 16. This document is intended to supplement the By-law by providing more detail (and cannot override the By-law).

Certification Board Member Role

Certification Board members are entrusted by the Environment Institute of Australia and New Zealand (EIANZ) with responsibility for the process followed and decisions made relating to the certification of persons under the Certified Environmental Practitioner Scheme.

Certification Board members also represent and advocate for the Scheme with state and federal governments, and with various industry organisations.

Duties and Responsibilities

With assistance from the Program Team, the Certification Board is responsible for:

- Ensuring application materials are thoroughly reviewed and assessed to make a fair and transparent decision on the outcome of certification decisions
- Ensuring each application is considered solely on its merits without reference to individual circumstances or relativity to other outcomes
- Certifying persons who satisfy the criteria for certification under the Scheme
- Deferring or rejecting the certification of persons who do not satisfy the criteria for certification under the Scheme
- Developing and promoting appropriate methodologies and procedures to reaffirm and improve the fairness, validity, reliability, and general performance of the application processes, in consultation with the EIANZ Board
- Providing guidance and support to the Program Team regarding application processes
- Appointing and overseeing Registrars to assist with the administration of the assessment process
- Establishing and overseeing technical committees, including Specialist Environmental Advisory Committees (SEACs), with terms of reference approved by the EIANZ Board
- Providing advice to the EIANZ Board on other aspects for the continuous improvement of the scheme, such as criteria for assessment, fields of specialist certification, the fees and levies collected by the Scheme, the marketing and strategic direction of the Scheme, and appointments to the Certification



Board.

- Representing and advocating on behalf of the Scheme by engaging with government and industry.

Key Skills and Knowledge Requirements

Certification Board members will be appointed based on their specific skills, knowledge, experience, and fit with other members of the Certification Board. It is important to acknowledge that not all Board members will possess each necessary skill and knowledge requirement, but the Board as a whole must possess them.

Essential criteria:

- At least ten years' experience as an environmental or social practitioner and a strong understanding of the role of social and environmental practitioners
- Tertiary qualifications in a relevant field
- Specialist technical or professional knowledge in an area of practice relevant to the CEnvP Scheme
- Exemplary professional behaviour, discretion and diplomacy, and a commitment to ethics of the highest standard.

Desirable:

- Currently certified as a CEnvP Environmental Practitioner
- Currently an EIANZ member
- Experience overseeing and appointing volunteer committees
- Experience engaging with government and industry organisations
- Experience with certification processes.