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| --- | --- |
| **Cluster** | Planning & Environment |
| **Agency** | Environment Protection Authority |
| **Division/Branch/Unit** | Various |
| **Location** | Various |
| **Classification/Grade/Band** | Environmental Officer Class 8 |
| **Role Number** | Generic |
| **ANZSCO Code** | 224412 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | April 2015 |
| **Agency Website** | [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au) |

# Agency overview

The NSW Environment Protection Authority (EPA) is the state‘s primary environmental regulator. We work to protect our community and the environment as a leader, partner and protector. Our vision is for New South Wales to have a healthy environment, healthy community and healthy business. We believe healthy ecosystems are the foundation for healthy communities, a healthy economy and for enhancing Iiveability.

We lead in protecting our air, waterways, land and the health of the community for the future.

We work with communities, government and business to reduce our impact on the environment.

We hold people and organisations to account through licensing, monitoring, regulation and enforcement.

# Primary purpose of the role

Undertake diverse day-to-day tasks relating to the application of EPA legislative responsibilities in assigned regulatory area/s involving major issues affecting the EPA, and activities relating to other regulatory functional areas, as required by EPA operational priorities.

# Key accountabilities

* Contribute to the development, review and implementation of relevant aspects of the Branch’s, Section’s, and Region’s Work Plan, work programs, policies and strategies.
* Assess the efficiency and effectiveness of standards and guidelines in protecting human health and the environment and provide advice to management on the adequacy, quality and appropriateness of relevant procedures.
* Identify and recommend relevant action to address poor environmental performance of industry, the public sector, landholders and the general community to ensure the environment and human health is protected.
* Contribute to the delivery of the EPA’s statutory responsibilities and diverse environment protection activities and approaches including response to environmental incidents and emergency situations including after-hours response, and handling day-to-day complaints.
* Undertake investigations and recommend future actions, including potential prosecution or other regulatory or non-regulatory actions, to deliver effective compliance with EPA’s legislative responsibilities and appear in court as and EPA witness, when required.
* Undertake assigned regulatory activities including licensing and approvals, and review and assess Environmental Assessments for local government areas, major projects, sites and premises in relation to relevant environment requirements.
* Provide advice and information internally and to industry, the public sector, landholders, the community and other groups on the EPA’s regulatory framework and regional planning and development issues within the EPA’s regulatory responsibility; provide advice and negotiate with industry, public sector, landholders and individuals on environmental improvement programs and initiatives and the application of regulatory tools such as economic mechanisms and compliance audit requirements.
* Maintain relationships with industry, the public sector, landholders, the community and other groups on environment protection, planning and development issues, representing the EPA at relevant meetings, committees and conferences.

# Key challenges

* Addressing and responding to changing issues and priorities.
* Identifying and reviewing key emerging issues on relevant aspects and recommending innovative solutions that are both practical and consistent with EPA policies and guidelines.
* Establishing and maintaining community confidence by liaising with industry and community groups to explain and gain broad acceptance of regional or Branch programs for protecting the environment, and the requirements under EPA legislation, and influencing attitudes and priorities of community, industry and public sector.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Supervisor | Receive guidance and support, provide advice and exchange information |
| EPA | Collaborate on cross agency projects, provide advice and exchange information. |
| **External** |  |
| Industry and community groups | Liaise and explain and gain broad acceptance of regional or Branch programs for protecting the environment |
| Other government regulators and agencies | Liaise with other agencies in response to environmental incidents, emergencies and activities where there are multiple regulators involved. |

# Role dimensions

## Decision making

The Operations Officer works under broad supervision/direction to apply Section/regional/Branch policies, procedures and programs and make recommendations to influence attitudes and practices in both the private and public sector as well as the broader community.

## Reporting line

Reports to the Unit Head

## Direct reports

Nil

## Budget/Expenditure

Nil

# Essential requirements

Sound understanding of the relevant policies, practices and legislative requirements that govern the EPA’s operations.

Knowledge and experience in of one or more environment protection areas, including: air, water, noise, waste, chemicals, hazardous materials, radiation & environmental planning.

Knowledge and experience in applying current relevant environmental legislation, with demonstrated ability to interpret other environmental legislation.

Current drivers licence

# Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](file:///\\DNS-323\Volume_1\Clients\2014\Folk\PSC\v16_12March2014\www.psc.nsw.gov.au\capabilityframework).

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Capability Group** | **Capability Name** | **Level** |
|  | **Display Resilience and Courage** | **Intermediate** |
| **Act with Integrity** | **Intermediate** |
| **Manage Self** | **Adept** |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Adept** |
| Commit to Customer Service | Intermediate |
| Work Collaboratively | Intermediate |
| **Influence and Negotiate** | **Intermediate** |
|  | Deliver Results | Intermediate |
| Plan and Prioritise | Intermediate |
| **Think and Solve Problems** | **Adept** |
| Demonstrate Accountability | Intermediate |
|  | Finance | Foundational |
| **Technology** | **Intermediate** |
| Procurement and Contract Management | Foundational |
| Project Management | Intermediate |

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**  Display Resilience & Courage | Intermediate | Be flexible and adaptable and respond quickly when situations change  Offer own opinion and raise challenging issues  Listen when ideas are challenged and respond in a reasonable way  Work through challenges  Stay calm and focused in the face of challenging situations |
| **Personal Attributes**  Act with Integrity | Intermediate | Represent the organisation in an honest, ethical and professional way  Support a culture of integrity and professionalism  Understand and follow legislation, rules, policies, guidelines and codes of conduct  Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct  Recognise and report misconduct, illegal or inappropriate behaviour  Report and manage apparent conflicts of interest |
| **Personal Attributes**  Manage Self | Adept | Look for and take advantage of opportunities to learn new skills and develop strengths  Show commitment to achieving challenging goals  Examine and reflect on own performance  Seek and respond positively to constructive feedback and guidance  Demonstrate a high level of personal motivation |
| **Relationships**  Communicate Effectively | Adept | Tailor communication to the audience  Clearly explain complex concepts and arguments to individuals and groups  Monitor own and others’ non-verbal cues and adapt where necessary  Create opportunities for others to be heard  Actively listen to others and clarify own understanding  Write fluently in a range of styles and formats |
| **Relationships**  Influence & Negotiate | Intermediate | Utilise facts, knowledge and experience to support recommendations  Work towards positive and mutually satisfactory outcomes  Identify and resolve issues in discussion with other staff and stakeholders  Identify others’ concerns and expectations  Respond constructively to conflict and disagreements  Keep discussion focused on the key issues |
| **Results**  Think & Solve Problems | Adept | Research and analyse information, identify interrelationships and make recommendations based on relevant evidence  Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option  Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness  Identify and share business process improvements to enhance effectiveness |
| **Business Enablers**  Technology | Intermediate | Apply computer applications that enable performance of more complex tasks  Apply practical skills in the use of relevant technology  Make effective use of records, information and knowledge management functions and systems  Understand and comply with information and communications security and acceptable use policies  Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies |