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| **Cluster** | Planning & Environment  |
| **Agency** | Environment Protection Authority |
| **Division/Branch/Unit** | Regulatory Services Division / Gas Regulation Branch |
| **Location** | Dubbo |
| **Classification/Grade/Band** | Environment Officer Class 9 |
| **ANZSCO Code** | 234411 |
| **Role Number** | 29776 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | TBA |
| **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

Manage projects involving the research, analysis and monitoring of technical matters related to the protection of groundwater environments. Develop policy options and strategies to achieve environmental objectives and provide technical policy and operational advice and recommendations with a particular focus on coal seam gas to support front-line operations staff.

# Key accountabilities

* Research, monitor and analyse local, national and international practices and trends in the protection of groundwater environments to identify emerging issues, conflicts or gaps in existing policy and make recommendations on technical policy review or development.
* Develop, coordinate and provide technical advice, critiques and information to other areas of OEH/EPA for the identification of issues and need for development of policy for the land and water environment of NSW.
* Develop proposals for comprehensive environmental management strategies, with regard for the social, economic and legislative factors that affect land and water management in NSW.
* Provide hydrogeological advice and/or recommendations to managers, the Executive and the Minister as required on the development, review and implementation of policies for the implementation of State environmental strategies for the protection of groundwater environments.
* Provide technical support and advice to front-line EPA operational staff and apply expertise in identifying environment protection priorities, providing advice and acting as an expert witness.
* Provide technical policy information for, and make presentations to, workshops and seminars for EPA, local councils, Commonwealth and State Government agencies, industry and the community.
* Prepare clear and concise reports and submissions outlining technical advice and supporting information.
* Provide technical advice on Environmental Assessments, environment protection licence applications, guidelines and scientific reports as required to other EPA and OEH officers for negotiation or preparation of an EPA /OEH position/response.

# Key challenges

* Developing the approach to be taken in tackling an issue and put forward such proposals to the Unit Head/Manager for approval to proceed and needs to develop solutions which take into consideration the complex environmental issues and the legal, economic and social factors which affect land and water management, contributing to problem-solving processes of a complex nature within a broad government policy context.
* Negotiating the exchange of information and advice and liaise with officers from a wide range of Government and non-government organisations and may need to identify key players that need to be involved or consulted in developing policy.
* Supporting front-line operational staff with expert technical advice in a timely and effective manner.

**Key relationships**

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager/Supervisor | * Receive guidance and support, provide advice and exchange information
 |
| Work team/other staff | * Work collaboratively to contribute to achieving business outcomes
* Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing.
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| **External** |  |
| Stakeholders | * Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives
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# Role dimensions

## Decision making

The role operates with some level of autonomy within the context of their agreed work plan and makes decisions within the limits of delegated authority. The role is accountable for the delivery of assigned work and is directed by its supervisor/manager on work priorities, complex issues and all matters requiring a higher authority to determine and resolve issues.

## Reporting line

## Reports to the Principal Policy Officer.

## Direct reports

Nil.

## Budget/Expenditure

Nil.

# Essential requirements

* Sound knowledge of technical issues related to ground quality management, specifically groundwater management, or industry practice with demonstrated ability to critically review technical documentation and advice on its technical merit.
* Sound knowledge of policy and guideline development processes, and experience using a mix of policy instruments for example economics, education and regulation.
* Ability to critically evaluate results of hydro-geological analyses, give effective and targeted advice on managing environmental issues and knowledge of the limitations of the relevant analytical and numeric techniques.
* Ability to act as an expert witness.

**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:///%5C%5CDNS-323%5CVolume_1%5CClients%5C2014%5CFolk%5CPSC%5Cv16_12March2014%5Cwww.psc.nsw.gov.au%5Ccapabilityframework)

## 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 | Adept |
| **Manage Self** | **Adept** |
| Value Diversity | Foundational |
|  | **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 | Adept |
|  | Finance | Intermediate |
| Technology | Intermediate |
| Procurement and Contract Management | Foundational |
| **Project Management** | **Adept** |

**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**Manage Self | Adept | Look for and take advantage of opportunities to learn new skills and develop strengthsShow commitment to achieving challenging goalsExamine and reflect on own performanceSeek and respond positively to constructive feedback and guidanceDemonstrate 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 and 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 and Solve Problems | Adept | Research and analyse information, identify interrelationships and make recommendations based on relevant evidenceAnticipate, identify and address issues and potential problems and select the most effective solutions from a range of optionsParticipate in and contribute to team/unit initiatives to resolve common issues or barriers to effectivenessIdentify and share business process improvements to enhance effectiveness |
| **Business Enablers**Project Management | Adept | Prepare clear project proposals and define scope and goals in measurable termsEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsPrepare accurate estimates of costs and resources required for more complex projectsCommunicate the project strategy and its expected benefits to othersMonitor the completion of project milestones against goals and initiate amendments where necessaryEvaluate progress and identify improvements to inform future projects |