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| --- | --- |
| **Cluster** | Planning & Environment  |
| **Agency** | Environment Protection Authority |
| **Division/Branch/Unit** | Various |
| **Location** | Various |
| **Classification/Grade/Band** | Environmental Officer Class 10 |
| **Role Number** | Generic |
| **ANZSCO Code** | 224412 |
| **PCAT Code** | 2119192 |
| **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 activities in accordance with the legislation administered by the EPA in assigned regulatory area/s or other EPA operational priorities. The role may also be required to manage major projects within EPA involving technically complex tasks and provide direction and expert advice to other officers.

# Key accountabilities

* Contribute to the development, review and implementation of relevant aspects of the Branch’s, Section’s and Region’s Work Plan, contribute to internal and external reporting, and manage salient industries/issues as a senior team member responsible for the day-to-day protection of the environment.
* Assess the efficiency and effectiveness of standards and guidelines in protecting human health and the environment, identify and recommend appropriate solutions that address poor environmental performance of industry, public sector, landholders, and general community to deliver appropriate levels of environment protection.
* Identify, recommend and implement relevant actions 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 full delivery of EPA statutory activities such as licensing and approvals and a diverse range of environment protection activities and approaches including response to environmental incidents and emergency situations, including after-hours response, and handling day-to-day complaints.
* Lead and 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, appearing in court as an EPA witness when required.
* Review and assess Environmental Assessments which are significant, complex or contentious for local government areas, major projects, sites and premises in relation to relevant environment requirements and ensure appropriate regulatory functions are in place.
* Provide expert advice to senior officers both internally and externally and maintain a network with 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; advise and negotiate on environment improvement programs and initiatives and the application of regulatory tools such as economic mechanisms and compliance audit requirements.
* Lead and participate in project teams for the consideration, development and implementation of specific policies and strategies, providing direction and expert advice to team members.

Key challenges

* Influencing attitudes and priorities of community, industry, landholders and public sector, establishing and maintaining community confidence in EPA operations, strategies, procedures and policies on protecting the environment.
* Maintaining specialist knowledge within area of expertise and contemporary knowledge of Government environmental policy and issues.
* Adopting a flexible approach to address changing priorities and issues, and reviewing or developing practical and innovative solutions consistent with EPA policies and guidelines.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager | Escalate issues, keep informed, advise and receive guidanceReview and makes recommendations on relevant issues and problems  |
| Senior officers | Provide expert advice to senior officers  |
| Project teams and other staff | Lead and participate in project teamsProvide expert advice Collaborate and keep informed |
| **External** |  |
| Community, industry and public sector | Maintain a network with the public sector, industry, the community and other groups on regional planning and development issuesDeliver and explain current EPA practices, standards and guidelines and the requirements under legislationProvide advice and negotiate on environmental improvement programs and initiatives, negotiate with specific industries on the application of economic mechanisms and compliance audit requirements  |

# Role dimensions

## Decision making

Works with minimal supervision and sets own priorities as well as those of staff under direct supervision in a project team capacity, identifying appropriate issues which are of primarily local or regional importance, as well as issues with broader implications that require liaison with other work areas of the Branch, EPA or other authorities.

## Reporting Line

Reports to Unit Head.

## Direct Reports

Projects teams as allocated

## Budget/Expenditure

## As per allocated project

Essential requirements

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

Knowledge of current relevant environmental legislation, with demonstrated ability to interpret other environmental legislation.

Experience in implementing legislation, policy and procedures in relation to protecting the environment with an understanding of the workings of government at a state and local level.

Experience in managing issues in relation to protecting the environment with capacity to undertake complex investigations

Current driver’s 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](http://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 | Adept |
| **Act with Integrity** | **Adept** |
| Manage Self | Intermediate |
| Value Diversity | Intermediate  |
|  | **Communicate Effectively** | **Advanced** |
| Commit to Customer Service | Intermediate |
| Work Collaboratively | Adept |
| **Influence and Negotiate** | **Adept** |
|  | **Deliver Results** | **Adept** |
| Plan and Prioritise | Intermediate |
| **Think and Solve Problems** | **Adept** |
| Demonstrate Accountability | Intermediate |
|  | Finance | Intermediate |
| Technology | Intermediate |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **Adept** |
|  | **Manage and Develop People** | **Adept** |
| Inspire Direction and Purpose | Intermediate |
| Optimise Business Outcomes | Intermediate |
| Manage Reform and Change | 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***Act with Integrity* | Adept | * Represent the organisation in an honest, ethical and professional way and encourage others to do so
* Demonstrate professionalism to support a culture of integrity within the team/unit
* Set an example for others to follow and identify and explain ethical issues
* Ensure that others understand the legislation and policy framework within which they operate
* Act to prevent and report misconduct, illegal and inappropriate behaviour
 |
| **Relationships***Communicate Effectively* | Advanced | * Present with credibility, engage varied audiences and test levels of understanding
* Translate technical and complex information concisely for diverse audiences
* Create opportunities for others to contribute to discussion and debate
* Actively listen and encourage others to contribute inputs
* Adjust style and approach to optimise outcomes
* Write fluently and persuasively in a range of styles and formats
 |
| **Relationships***Influence & Negotiate* | Adept | * Negotiate from an informed and credible position
* Lead and facilitate productive discussions with staff and stakeholders
* Encourage others to talk, share and debate ideas to achieve a consensus
* Recognise and explain the need for compromise
* Influence others with a fair and considered approach and sound arguments
* Show sensitivity and understanding in resolving conflicts and differences
* Manage challenging relations with internal and external stakeholders
* Pre-empt and minimise conflict
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| **Results***Deliver Results* | Adept | * Take responsibility for delivering on intended outcomes
* Make sure team/unit staff understand expected goals and acknowledge success
* Identify resource needs and ensure goals are achieved within budget and deadlines
* Identify changed priorities and ensure allocation of resources meets new business needs
* Ensure financial implications of changed priorities are explicit and budgeted for
* Use own expertise and seek others’ expertise to achieve work outcomes
 |
| **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 options
* 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
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| **Business Enablers***Project Management* | Adept | * Prepare clear project proposals and define scope and goals in measurable terms
* Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements
* Prepare accurate estimates of costs and resources required for more complex projects
* Communicate the project strategy and its expected benefits to others
* Monitor the completion of project milestones against goals and initiate amendments where necessary
* Evaluate progress and identify improvements to inform future projects
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| **People Management***Manage & Develop People* | Adept | * Define and clearly communicate roles and responsibilities to achieve team/unit outcomes
* Negotiate clear performance standards and monitor progress
* Develop team/unit plans that take into account team capability, strengths and opportunities for development
* Provide regular constructive feedback to build on strengths and achieve results
* Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way
* Monitor and report on performance of team in line with established performance development frameworks
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