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| **Cluster** | Planning and Environment |
| **Agency** | Environment Protection Authority |
| **Division/Branch/Unit** | Regulatory Practice & Environmental Solutions / EPA Water Technical |
| **Location** | Sydney |
| **Classification/Grade/Band** | Environment Officer Class 9 |
| **Role Number** | Generic |
| **ANZSCO Code** | 234999 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | February 2022 (updated from 16 March 2018) |
| **Agency Website** | 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

Provides technical advice and support services on water pollution management for the EPA’s regulatory and operational functions to protect the community and environment. Manages or contributes to projects that develop, reform and implement operational policy, systems and processes that support, guide and build upon the EPA’s regulatory frameworks and assist in achieving EPA priority outcomes and corporate goals.

# Key accountabilities

* Provide technical and operational policy advice to inform the development, implementation and delivery of regulatory and compliance strategies, initiatives and evidence based programs.
* Project manage the development and approval of regulatory practice, operational policy and guidance to achieve effective environmental outcomes and contribute to the EPA as a credible, accountable and transparent regulator.
* Provide fit-for-purpose technical and operational policy support and advice on environmental assessments, water pollution requirements, compliance and regulatory practice matters.
* Evaluate water pollution impacts and recommend actions to address water pollution impacts.
* Analyse complex regulatory and compliance issues to develop innovative approaches and solutions to support regulatory strategies, initiatives and programs.
* Identify, critically assess and monitor water pollution management and control policy issues, directions, trends, inconsistencies and gaps which impact on the community and environment to provide expert advice to senior management that guides regulatory practice and supports environmental regulation.
* Prepare and present timely and accurate written advice, correspondence, recommendations, briefing notes, submissions and reports in accordance with government protocols and EPA policies and procedures.

Key challenges

* Providing high quality advice within limited timeframes on technical and policy issues that can be contentious and contested to develop and recommend solutions that provide effective and credible outcomes.
* Participating in technical pollution control negotiations with stakeholders where participants may have disparate priorities.
* Remaining abreast of national and international developments in water pollution science and technology to support and advance the delivery of credible pollution.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager/Supervisor | * Receive guidance, provide advice and exchange information.
* Provide expert technical and regulatory advice to achieve agency objectives.
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| Other staff | * Provide expert advice and guidance on technical issues and operational policy to achieve business outcomes.
* Work collaboratively, consult and participate on project teams and exchange information.
* Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing.
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| Management/Executive Team | * Prepare final form of complex/controversial/ sensitive material and related documents for review by management and submission to the Chief Executive and/or Minister.
* Provide comprehensive and timely advice and technical input.
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| **External** |  |
| Commonwealth and State Government agencies, industry and the community | * Represent the EPA and provide input to workshops and seminars for internal and external participants
* Provide input to communication strategies and stakeholder engagement plans to facilitate appropriate engagement on technical issues, policy development and to share information with the media and community.
* Respond to enquiries and provide advice.
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# Role dimensions

## Decision making

The role has day-to-day autonomy in managing activities within detailed briefs and time lines, pre-agreed with the Unit Head and negotiates to meet priorities within agreed tasks and deadlines and works with minimal supervision. The position provides fit for purpose expert technical and regulatory advice to operational areas, recommends changes to policy or policy implementation and recommends to the Unit Head appropriate approaches in tackling and issues, drawing on personal expertise and advice from various sources.

## Reporting line

Unit Head Technical Advice - Water

## Direct reports

Nil.

## Budget/Expenditure

Nil.

Essential requirements

* Sound experience in managing and assessing water pollution, including water pollution control.
* Experience in the provision of advice related to environmental policy, regulation and issues, and demonstrated knowledge of the legislative and policy frameworks for pollution control in NSW.
* Experience in operational policy and guidance development and proven capacity to exercise sound judgement and foresight in addressing technical policy issues.

## Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into focus capabilities and complementary capabilities

## Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

## Focus capabilities

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| --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
| personal-attributes | **Display Resilience and Courage**Be open and honest, prepared to express your views, and willing to accept and commit to change | Be flexible, show initiative and respond quickly when situations changeGive frank and honest feedback and adviceListen when ideas are challenged, seek to understand the nature of the comment and respond appropriatelyRaise and work through challenging issues and seek alternativesRemain composed and calm under pressure and in challenging situations | Adept |
| relationships | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Focus on key points and speak in plain EnglishClearly explain and present ideas and argumentsListen to others to gain an understanding and ask appropriate, respectful questionsPromote the use of inclusive language and assist others to adjust where necessaryMonitor own and others’ non-verbal cues and adapt where necessaryWrite and prepare material that is well structured and easy to followCommunicate routine technical information clearly | Intermediate |
| relationships | **Influence and Negotiate**Gain consensus and commitment from others, and resolve issues and conflicts | Use facts, knowledge and experience to support recommendationsWork towards positive and mutually satisfactory outcomesIdentify and resolve issues in discussion with other staff and stakeholdersIdentify others’ concerns and expectationsRespond constructively to conflict and disagreements and be open to compromiseKeep discussions focused on the key issues | Intermediate |
| results | **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | Understand the team and unit objectives and align operational activities accordinglyInitiate and develop team goals and plans, and use feedback to inform future planningRespond proactively to changing circumstances and adjust plans and schedules when necessaryConsider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goalsAccommodate and respond with initiative to changing priorities and operating environments | Intermediate |
| results | **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidenceAnticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experienceApply creative-thinking techniques to generate new ideas and options to address issues and improve the user experienceSeek contributions and ideas from people with diverse backgrounds and experienceParticipate in and contribute to team or unit initiatives to resolve common issues or barriers to effectivenessIdentify and share business process improvements to enhance effectiveness | Adept |
| business-enablers | **Project Management**Understand and apply effective planning, coordination and control methods | Perform basic research and analysis to inform and support the achievement of project deliverablesContribute to developing project documentation and resource estimatesContribute to reviews of progress, outcomes and future improvementsIdentify and escalate possible variances from project plans | Intermediate |

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

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| **Capability group/sets** | **Capability name** | **Description** | **Level** |
| personal-attributes | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Intermediate |
| personal-attributes | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| relationships | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| relationships | Work Collaboratively | Collaborate with others and value their contribution | Adept |
| results | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| results | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |