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| --- | --- |
| **Cluster** | Planning & Environment |
| **Agency** | Environment Protection Authority |
| **Division/Branch/Unit** | EPA/Regulatory Services Division |
| **Location** | Sydney |
| **Classification/Grade/Band** | Environment Officer Class 9 |
| **Role Number** | Generic |
| **ANZSCO Code** | 224411 |
| **PCAT Code** | 2221172 |
| **Date of Approval** | November 2017 |
| **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

The Analyst (Intelligence) provides high quality intelligence and analyses to the EPA to inform strategic, operational and tactical planning and operations.

# Key accountabilities

* Collect, identify and assess information to produce intelligence.
* Work with key stakeholders to define intelligence requirements and identify trends to enable informed decision making.
* Produce accurate written intelligence products which inform and support tactical, operational and strategic decision making, including high quality complex reports, summary reviews, correspondence and submissions.
* Conduct, attend or assist with verbal intelligence briefings, presentations and meetings to influence decision making and inform stakeholders.
* Establish, develop and maintain effective professional relationships with key stakeholders to support collaboration, the exchange of information and issues management.
* Assist in the development of intelligence practices to meet the EPA’s objectives.

Key challenges

* Evaluate multiple large data sources/formats and formulate into a concise product to inform decision makers.
* Apply and maintain effective research and analytical skills and consider all relevant information sources to meet the project needs and outcomes.
* Effectively communicate intelligence products to decision makers.
* Stay abreast of the work of policy/program areas and operational areas to ensure that the approaches of the intelligence and analysis unit remains consistent and complimentary as appropriate.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| ManagerTeam MembersEPA Staff | * Escalate issues, keep informed, advise and receive instructions
* Provide regular updates on key projects, issues and priorities
* Receive guidance and support, consult and provide advice
* Support team, work collaboratively to contribute to achieving the teams outcomes
* Participate in meetings to represent work group’s perspective and share information
* Resolve issues and provide solutions to problems
* Provide briefings, intelligence products and advice
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| **External** |  |
| Stakeholders including law enforcement intelligence agencies | * Foster and maintain relationships and information sharing
* Contribute to the development of appropriate communication strategies and plans to share intelligence
* Raise cross jurisdictional issues
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# Role dimensions

## Decision making

The role works under broad supervision/direction to provide analyses and advice to support decision making within the EPA. The role makes day to day decisions and prioritises workload to deliver assigned tasks on time.

## Reporting line

This role may report to the Manager Intelligence and Analysis or Principal Investigator.

## Direct reports

Nil

## Budget/Expenditure

Nil

Essential requirements

Knowledge and understanding of the intelligence cycle and ability to apply it to the issues faced by the NSW EPA.

Understanding and extensive experience of tactical and operational intelligence and ability to apply intelligence concepts.

Ability to prepare intelligence assessments and reports.

Knowledge of environmental protection policy and related legislation.

# 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** | **Intermediate** |
| **Act with Integrity** | **Intermediate** |
| Manage Self | Adept |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Adept** |
| Commit to Customer Service | Intermediate |
| **Work Collaboratively** | **Advanced** |
| **Influence and Negotiate** | **Intermediate** |
|  | **Deliver Results** | **Adept** |
| Plan and Prioritise | Intermediate |
| **Think and Solve Problems** | **Advanced** |
| Demonstrate Accountability | Intermediate |
|  | Finance | Intermediate |
| Technology | Intermediate |
| Procurement and Contract Management | Intermediate |
| **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**Display Resilience and Courage | Intermediate | Be flexible and adaptable and respond quickly when situations changeOffer own opinion and raise challenging issuesListen when ideas are challenged and respond in a reasonable wayWork through challengesStay calm and focused in the face of challenging situations |
| **Personal Attributes**Act with Integrity | Intermediate | Represent the organisation in an honest, ethical and professional waySupport a culture of integrity and professionalismUnderstand and follow legislation, rules, policies, guidelines and codes of conductHelp others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conductRecognise and report misconduct, illegal or inappropriate behaviourReport and manage apparent conflicts of interest |
| **Relationships**Communicate Effectively | Adept | Tailor communication to the audienceClearly explain complex concepts and arguments to individuals and groupsMonitor own and others’ non-verbal cues and adapt where necessaryCreate opportunities for others to be heardActively listen to others and clarify own understandingWrite fluently in a range of styles and formats |
| **Relationships**Work Collaboratively | Advanced | Build a culture of respect and understanding across the organisationRecognise outcomes which resulted from effective collaboration between teamsBuild co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-governmentFacilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions |
| **Relationships**Influence and Negotiate | Intermediate | Utilise 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 disagreementsKeep discussion focused on the key issues |
| **Results**Deliver Results | Adept | Take responsibility for delivering on intended outcomesMake sure team/unit staff understand expected goals and acknowledge successIdentify resource needs and ensure goals are achieved within budget and deadlinesIdentify changed priorities and ensure allocation of resources meets new business needsEnsure financial implications of changed priorities are explicit and budgeted forUse own expertise and seek others’ expertise to achieve work outcomes |
| **Results**Think and Solve Problems | Advanced | Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issuesWork through issues, weigh up alternatives and identify the most effective solutionsTake account of the wider business context when considering options to resolve issuesExplore a range of possibilities and creative alternatives to contribute to systems, process and business improvementsImplement systems and processes that underpin high quality research and analysis |
| **Business Enablers**Project management  | Adept | Prepare clear project proposal 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. |