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| **Cluster** | Planning & Environment |
| **Agency** | Environment Protection Authority |
| **Division/Branch/Unit** | Hazardous Incidents & Environmental Health Branch / Hazardous Materials, Chemicals & Radiation Section / Radiation Regulation Section |
| **Location** | Goulburn Street |
| **Classification/Grade/Band** | Environment Officer Class 11 |
| **Role Number** | Generic |
| **ANZSCO Code** | 224412 |
| **PCAT Code** | 2119192 |
| **Date of Approval** | March 2018 |
| **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

This role provides expert advice on all ionising radiation matters under the Radiation Control Act 1990, the Radiation Control Regulation 2013 and its associated Codes, Guidelines and Policies including promoting excellence in the science and practice of radiation protection and safety. The role is a subject matter expert to ensure that safety is maintained, that policy is implemented, and that compliance with regulations is occurring. The role holder will participate in quality assurance assessments and other monitoring to ensure that the requirements of the legislation are being met, and participate in the emergency response to incidents involving ionising radiation.

# Key accountabilities

* Coordinate work priorities and manage work to ensure that the radiation regulations units program of work is effectively, efficiently and professionally implemented.
* Provide quality radiation safety advice to management and staff, the community, industry and the Minister on radiation matters, either directly or through the Unit Head.
* Monitor and evaluate emerging technologies and maintain an ongoing dialogue with academics and industry experts on questions of technological development.
* Contribute to the development and review of new regulations, licensing arrangements, technical guidance and policy documents where appropriate.
* Provide technical framework for assessment of proposals relating to ionising radiation.
* Represent the agency in government and non-government meetings on technical aspects of radiation control.
* Providing input to reviews of industry proposals and plans, and provide technical advice to Environment Protection Authority staff in relation to radiation issues.

Key challenges

* Dealing with conflicting advice from different specialists and stakeholders who may have a number of different agendas, to exercise sound judgment and provide technically robust advice on ionising radiation safety.
* Maintaining networks and staying abreast of technical knowledge of international trends and advising management of mechanisms which would facilitate adoption of consistent and complementary approaches.
* Identify issues, which have the potential to impact on organisational performance or reputation, and make recommendations and act to ensure these are addressed.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager/Supervisor | * Receive guidance and support, provide technical advice and exchange information.
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| 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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| Chief Executive/Minister | * Prepare complex/controversial/ sensitive material and related documents for review by management and submission to the Chief Executive and/or Minister.
* Provision of advice.
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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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| Local and regional authorities and industry bodies | * Liaises and assists in negotiations.
* Provide scientifically accurate information.
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# Role dimensions

## Decision making

This role is responsible for providing expert technical advice on medical and industrial uses of radiation, focusing on:

* ionising radiation instrumentation and measurement,
* radioactive materials management and assessment
* radiological incident response planning and security
* public information and communication involving radioactive materials

The role holder provides advice directly to the industry and the community, except where the advice shapes organisational wide policy. In such cases, advice is provided through the Unit Head and Director. However, the technical integrity of the advice is substantially relied upon and where material is reviewed the process focuses primarily on policy and strategic impact. Therefore, the technical competence of this role holder is critical to the credibility of EPA radiation control program.

This role must demonstrate considerable initiative in developing and recommending strategies for improving the safe use of ionising radiation and providing reliable advice in both a proactive and reactive way. The role has a high degree of independence in managing projects and contributing to overall Unit strategies. The role holder may identify priorities and provide an initial outline of the project design for management endorsement.

## Reporting line

Role reports to the Head of the Radiation Regulation Unit, Hazardous Materials, Chemicals & Radiation.

## Direct reports

Nil.

## Budget/Expenditure

Nil.

Essential requirements

Extensive knowledge of and experience in, technical issues associated with the safe use of ionising radiation apparatus, sealed sources and radioactive substances including work in the identification and characterization of radioactive materials.

Recognised qualification from a tertiary institution (degree in either Health, Environmental or Medical Physics or equivalent).

Demonstrated experience in radiation safety appraisal processes and procedures and in the development, application or interpretation of radiation safety guidelines or standards.

Proven research and analytical skills with demonstrated ability to review scientific literature and technical documentation and to apply the principles of radiation safety.

Knowledge of project management principles and experience in their use.

# 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 | Adept |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Advanced** |
| Commit to Customer Service | Intermediate |
| **Work Collaboratively** | **Advanced** |
| **Influence and Negotiate** | **Adept** |
|  | Deliver Results | Adept |
| **Plan and Prioritise** | **Adept** |
| **Think and Solve Problems** | **Advanced** |
| Demonstrate Accountability | Adept |
|  | Finance | Intermediate |
| Technology | Intermediate |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **Adept** |
|  | Manage and Develop People Adept | Intermediate |
| Inspire Direction and Purpose Intermediate | Intermediate |
| Optimise Business Outcomes Adept | Intermediate |
| Manage Reform and Change Intermediate | 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 and Courage | Adept | Be flexible, show initiative and respond quickly when situations changeGive frank and honest feedback/adviceListen when ideas are challenged, seek to understand the nature of the criticism and respond constructivelyRaise and work through challenging issues and seek alternativesKeep control of own emotions and stay calm under pressure and in challenging situations |
| **Personal Attributes**Act with Integrity | Adept | Represent the organisation in an honest, ethical and professional way and encourage others to do soDemonstrate professionalism to support a culture of integrity within the team/unitSet an example for others to follow and identify and explain ethical issuesEnsure that others understand the legislation and policy framework within which they operateAct to prevent and report misconduct, illegal and inappropriate behaviour |
| **Relationships**Communicate Effectively | Advanced | Present with credibility, engage varied audiences and test levels of understandingTranslate technical and complex information concisely for diverse audiencesCreate opportunities for others to contribute to discussion and debateActively listen and encourage others to contribute inputsAdjust style and approach to optimise outcomesWrite fluently and persuasively in a range of styles and formats |
| **Relationships** Work Collaboratively  | Advanced  | Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learned across teams/units Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work  |
| **Relationships**Influence and Negotiate | Adept | Negotiate from an informed and credible positionLead and facilitate productive discussions with staff and stakeholdersEncourage others to talk, share and debate ideas to achieve a consensusRecognise and explain the need for compromiseInfluence others with a fair and considered approach and sound argumentsShow sensitivity and understanding in resolving conflicts and differencesManage challenging relations with internal and external stakeholdersPre-empt and minimise conflict |
| **Results**Plan and Prioritise | Adept | Consider future aims and goals of the team/unit and organisation when prioritising own and others’ workInitiate, prioritise, consult on and develop team/unit goals, strategies and plansAnticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responsesEnsure current work plans and activities support and are consistent with organisational change initiativesEvaluate achievements and adjust future plans accordingly |
| **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 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 |