Role Description

# Inspector Environment

|  |  |
| --- | --- |
| **Agency** | Primary Industries and Regional Development |
| **Department** | Department of Primary Industries and Regional Development |
| **Division/Branch/Unit** | NSW Resources  |
| **Location** | Regional NSW |
| **Classification/Grade/Band** | Clerk Grade 7/8 |
| **ANZSCO Code** | 599599 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | July 2024 (updated April 2025) |
| **Agency Website** | www.dpird.nsw.gov.au  |

## Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture; Biosecurity; Forestry and Fishing; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

NSW Resources sets strategic policy for the state’s mineral and energy resources, gathers, analyses and disseminates geoscientific information, and assesses and determines applications for mineral and petroleum titles for exploration activities and extractive uses.

NSW Resources is committed to delivering strong and quality outcomes, with the vision of our minerals and petroleum resources generating prosperity for the people of NSW.

## Primary purpose of the role

The Inspector Environment undertakes assigned regulatory functions and liaison across the assigned region/activity relating to NSW minerals exploration, mining and petroleum industries to achieve effective environmental management and rehabilitation of land disturbed by exploration and mining.

This role is that of an authorised Inspector appointed in accordance with the Mining Act 1992 and Petroleum (Onshore) Act 1991.

## Key accountabilities

* Ensure individual effectiveness and regulatory compliance of exploration and mining activities, environmental management, and rehabilitation plans to minimise environmental impacts.
* Review environmental information, environmental management and rehabilitation plans in conjunction with security calculations for mining and exploration activities in accordance with statutory requirements, Departmental policies, and management guidance.
* Provide advice on the potential impacts and issues relevant to rehabilitation and mine closure, and advise on environmental conditions and/or plan improvements to the planning approval authority for development proposals.
* Undertake routine statutory enforcement functions as an authorised Inspector of industry activities to enforce regulatory obligations and compliance with conditions of title and the relevant Acts, including providing education, advice, and directions to titleholders to implement corrective actions.
* Research and draft reports and briefings to provide advice to management on issues and prepare monthly reporting to enable monitoring and to provide information to support effective decision making.
* Contribute to a cohesive team environment by maintaining a co-operative and professional working relationship with other team members and sharing knowledge and skills to ensure legislation, policies and guidelines are interpreted and implemented consistently.

## Key challenges

* Establishing a cooperative and professional relationship with industry while enforcing compliance priorities to contribute to the Department’s objectives as a credible regulator.
* Identifying sensitive issues for the immediate attention of senior management and maintaining confidentiality.
* Delivering inspection and assessment activities in line with agreed standards and objectives, given tight deadlines and competing demands and priorities.

## Key relationships

|  |  |
| --- | --- |
| **Internal** |  |
| Who | Why |
| Manager Environment Operations | * Seek direction and advice and recommendations on approvals on industry performance and issues
 |
| Other Inspectors Environment | * Consistency of state-wide operations through the collegiate interpretation and implementation of procedures
 |
| Major Safety Investigations Unit | * Consistency of compliance and investigatory operations through the coordination of activities and team-based investigations
 |
| Senior Inspector Environment | * Seek advice and recommendations on approvals on industry performance and issues
 |
| **External**  |  |
| Who | Why |
| Mineral Authorisation Holders | * Provide the full range of delegated statutory compliance functions to the regulated community
 |
| Other government agencies and stakeholder communities | * Communicate the government's policies and processes for the regulation of the mining and exploration sectors, implementing state policies and sustainability programs
 |

## Role dimensions

### Decision making

* Independent statutory powers as an authorised officer to undertake assigned investigations and enforcement actions in conjunction with management and team, within the region and to manage the implementation of the appropriate compliance actions with the regulated community.
* Recommends to the decision maker in relation to assessment of environmental impacts and assessed deposits and compliance actions.
* Opinions, advice, and recommendations issued are consistent with legislation, Australian and International Standards and Government and Departmental policies and guidelines.
* Consults with the Manager and Senior Inspector Environment on decisions having a state-wide implication or that are sensitive to the local communities

### Reporting line

This role reports to the Manager Environmental Operations

### Direct reports

Nil

### Budget/Expenditure

Nil

## **Key knowledge and experience**

* Sound knowledge and understanding of mining related environmental impacts, mitigation techniques and current environmental management best practice.
* Sound knowledge and understanding of the government’s planning, exploration, mining and environmental policies and legislation.

## Essential requirements

* Degree qualifications in environmental or natural resources management, sciences, engineering (or qualifications deemed by the Department to be equivalent).
* Hold and maintain a current Class C driver licence.
* Compliance with pre-employment probity screening is mandatory and a condition of engagement

## 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** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
| personal-attributes | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | Represent the organisation in an honest, ethical and professional way and encourage others to do soAct professionally and support a culture of integrityIdentify and explain ethical issues and set an example for others to followEnsure that others are aware of and understand the legislation and policy framework within which they operateAct to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
| relationships | **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | Focus on providing a positive customer experienceSupport a customer-focused culture in the organisationDemonstrate a thorough knowledge of the services provided and relay this knowledge to customersIdentify and respond quickly to customer needsConsider customer service requirements and develop solutions to meet needsResolve complex customer issues and needsCooperate across work areas to improve outcomes for customers | Intermediate |
| relationships | **Work Collaboratively**Collaborate with others and value their contribution | Build a supportive and cooperative team environmentShare information and learning across teamsAcknowledge outcomes that were achieved by effective collaborationEngage other teams and units to share information and jointly solve issues and problemsSupport others in challenging situationsUse collaboration tools, including digital technologies, to work with others | 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 | **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 |
| results | **Demonstrate Accountability**Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Assess work outcomes and identify and share learnings to inform future actionsEnsure that own actions and those of others are focused on achieving organisational outcomesExercise delegations responsiblyUnderstand and apply high standards of financial probity with public monies and other resourcesIdentify and implement safe work practices, taking a systematic risk management approach to ensure own and others’ health and safetyConduct and report on quality control auditsIdentify risks to successfully achieving goals, and take appropriate steps to mitigate those risks | 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.

|  |
| --- |
| **COMPLEMENTARY CAPABILITIES** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** | **Description** | **Level** |
| personal-attributes | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Adept |
| personal-attributes | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| relationships | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Adept |
| results | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
| 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 |