

Role Description

Senior Inspector - Compliance



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Mining, Exploration and Geoscience / Resources Regulator
Location	Maitland
Role number	Various
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	312611
PCAT Code	1119192
Date of Approval	December 2022
Agency Website	www.resourcesregulator.nsw.gov.au

Agency overview

The Department of Regional NSW (DRNSW) was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring that government investment into regional NSW is fair and delivers positive outcomes for local communities and businesses.

Mining, Exploration and Geoscience (MEG) 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.

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

Resource management is a key issue for regional communities which is why the NSW Resources Regulator is part of DRNSW. The Regulator is the State's work health and safety regulator for mines and petroleum sites and undertakes compliance and enforcement activities in relation to the *Mining Act 1992*, with a key focus on mine rehabilitation activities.

Primary purpose of the role

Undertake investigations and statutory enforcement functions to enforce regulatory obligations and compliance with the *Mining Act 1992*, associated Regulations and guidelines, including providing education, advice, issuing directions and taking necessary enforcement action for opal mining activities within New South Wales (Lightning Ridge and White Cliffs Opal Mining Districts).

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

Key accountabilities

- Undertake a range of compliance-related activities that include undertaking and reporting on investigations, inspections, reviews and audits; gathering, analysing and reporting intelligence data; undertaking case management; and providing documents and recommendations to support enforcement actions.
- Co-ordinate and undertake statutory investigative functions as an authorised Inspector by identifying actual and potential deficiencies in site environmental management and claim conditions through gathering and analysing information.
- Analyse and assess environmental information, environmental management and rehabilitation plans in accordance with statutory requirements and Departmental policies.
- Provide timely, accurate information and guidance to small-scale claim holders and other key stakeholders in relation to compliance and associated matters.
- Undertake 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.
- Escalate and contribute to addressing more complex/contentious enquiries and compliance or environmental related matters.
- Prepare and/or contribute to the preparation of timely and accurate reports, correspondence, briefings and submissions relevant to compliance activities; and prepare executive and ministerial reports and briefings providing advice on emerging issues, and monthly reports to enable monitoring and provide information to support effective decision making.
- Maintain currency with respect to changing legislation and policies and promote leading practice by contributing to the development of government and industry standards and guidelines for mining and exploration and departmental systems and operating procedures.

Key challenges

- Gain trust and support from various key stakeholders through effective relationship building and excellent communication skills.
- Enforcing compliance to contribute to the Department being regarded as an impartial regulatory interpreting and providing advice on the correct application of legislation, policy and procedure.
- Providing a whole of government approach with the need to balance conflicting demands and interests between industry, the community and other government agencies.

Key relationships

Who	Why
Internal	
Director and Manager Compliance	<ul style="list-style-type: none">• Provide information on industry performance and current issues• Seek advice and approvals for investigative, operational and administrative matters and provide timely information

Who	Why
Other team members	<ul style="list-style-type: none"> Provide support and ensure consistency of operations by coordination of activities and team-based investigations
Other Departmental Staff	<ul style="list-style-type: none"> Support the consistency of compliance and investigatory operations through the coordination of activities and team-based investigations
Who	Why
External	
Small Scale Claim Holders	<ul style="list-style-type: none"> Provide advice and manage the full range of delegated statutory compliance functions to the regulated community
Other government agencies and stakeholder communities	<ul style="list-style-type: none"> Seek information and data and 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 lead assigned investigations and enforcement actions 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.
- Assist the Manager in regional work and team priorities in consultation.
- Consults with the Manager and other regional Investigators and Inspectors Environment on decisions having state-wide implications or that are sensitive to the local communities.

Reporting line

Manager Compliance.

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Understanding and experience in managing compliance and enforcement activities, preferably in Government regulation in mining or a natural resource or environmental management context.
- Capacity to undertake investigations and extensive experience in interviewing witnesses and suspects and in applying knowledge of investigative methodologies, rules of evidence and court procedures.
- Sound knowledge and understanding of mining related environmental impacts, mitigation techniques and current environmental management best practice with respect to mineral exploration and mining.

Essential requirements

- Degree qualifications awarded by a recognised university or other tertiary institution that is relevant to NSW mining legislation and to environmental or natural resources management, sciences, engineering or law (or qualifications deemed by the Department to be equivalent)
- Hold and maintain a current Class C driver licence.
- Must be willing to work in remote parts of the State.
- Compliance with the Resources Regulator [Integrity Clearance](#) policy is **mandatory**, and a **condition of engagement** for staff engaged after 3 December 2019.
- Compliance with the Resources Regulator [Pecuniary Interests in the Regulated Sector](#) policy is **mandatory**.
- Compliance with pre-employment probity screening is mandatory and a condition of engagement.
- Appointment and ongoing assignment is subject to the satisfactory participation in ongoing health screening.

Capabilities for the role


The [NSW public sector 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.

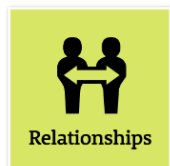
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

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	<ul style="list-style-type: none">• Represent the organisation in an honest, ethical and professional way and encourage others to do so• Act professionally and support a culture of integrity• Identify and explain ethical issues and set an example for others to follow• Ensure that others are aware of and understand the legislation and policy framework within which they operate• Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept

**Communicate Effectively**

Communicate clearly, actively listen to others, and respond with understanding and respect

- Tailor communication to diverse audiences
- Clearly explain complex concepts and arguments to individuals and groups
- Create opportunities for others to be heard, listen attentively and encourage them to express their views
- Share information across teams and units to enable informed decision making
- Write fluently in plain English and in a range of styles and formats
- Use contemporary communication channels to share information, engage and interact with diverse audiences

Adept

Commit to Customer Service

Provide customer-focused services in line with public sector and organisational objectives

- Focus on providing a positive customer experience
- Support a customer-focused culture in the organisation
- Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers
- Identify and respond quickly to customer needs
- Consider customer service requirements and develop solutions to meet needs
- Resolve complex customer issues and needs
- Cooperate across work areas to improve outcomes for customers

Intermediate

Work Collaboratively

Collaborate with others and value their contribution

- Build a supportive and cooperative team environment
- Share information and learning across teams
- Acknowledge outcomes that were achieved by effective collaboration
- Engage other teams and units to share information and jointly solve issues and problems
- Support others in challenging situations
Use collaboration tools, including digital technologies, to work with others

Intermediate

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 evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience

Adept






	<ul style="list-style-type: none"> • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness 	
Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions • Ensure that own actions and those of others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety • Conduct and report on quality control audits • Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks • Evaluate the performance and effectiveness of services, policies and programs against clear criteria 	Adept
 Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> • Understand all components of the project management process, including the need to consider change management to realise business benefits • Prepare clear project proposals and accurate estimates of required costs and resources • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Identify and evaluate risks associated with the project and develop mitigation strategies • Identify and consult stakeholders to inform the project strategy • Communicate the project's objectives and its expected benefits • Monitor the completion of project milestones against goals and take necessary action • Evaluate progress and identify improvements to inform future projects 	Adept

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
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	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	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate