

Role Description

Audit Officer



Planning,
Industry &
Environment

Cluster	Planning, Industry & Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Water / Natural Resource Access Regulator
Location	Various
Classification/Grade/Band	Clerk Grade 7/8
Role Family <i>internal use only</i>	Bespoke/Regulation & Compliance/ Delivery
ANZSCO Code	599599
PCAT Code	1119192
Date of Approval	May 2018 (updated June 2019)
Agency Website	www.dpie.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW.

The Natural Resources Access Regulator (NRAR) Act 2017 enacted by the NSW Parliament in November 2017 provides for the establishment of a new independent water regulator in NSW focused on establishing best practice water regulation underpinned by ethics, good governance and stakeholder engagement to deliver effective and reliable water regulation for the people of NSW.

Primary purpose of the role

The Audit, Officer undertakes independent audit activities to ensure compliance with water legislation, licensing and compliance activities to maintain public confidence in the water management regulatory system.

Key accountabilities

- Investigate, audit, educate and comprehensively report on compliance activities for resolution of breaches of legislation to ensure increased compliance with legislation, regulations and water sharing plans
- Input, analyse and interpret water resource data and provide technical reports on water resource management to ensure timely achievement of agreed outcomes.
- Contributing to the formulation of the annual operational audit plan and schedule of activities to ensure regulatory audits are undertaken within required timeframes
- Facilitate negotiations between affected parties to resolve disputes/objections in relation to water resource regulation in NSW
- Monitor the compliance of audited cases and prepare reports covering findings and recommendations to record and measure compliance, and inform decision making

- Apply risk and control concepts to audit activities, identify any potential issues and prepare issue papers, reports and briefings on a range of audit/review issues.
- Contribute to the continuous improvement of regulatory practice in relation to water resource regulation in NSW.

Key challenges

- Interpreting and applying water resource access policies and legislation to audit activities promoting understanding by customers and the community of the principles, policies and statutory framework for access to water resources.
- Preparing materials and making decisions to a standard that may be presented to the courts and be defensible in judicial hearings
- Working in geographically disperse teams and in remote areas

Key relationships

Who	Why
Internal	
Manager Compliance Monitoring & Audit	<ul style="list-style-type: none"> • Receive guidance and provide regular updates and reports on assigned tasks • Provide information and escalate emerging issues • Ensure work is aligned with current priorities
Senior Management Team	<ul style="list-style-type: none"> • Develop and maintain effective networks to provide and/or seek expert advice, support and assistance in water regulation services • Provide information to support decisions based on sound data and information • Compliance with current water legislation, policies and guidelines. • Contribute to improving licensing and compliance procedures and policies.
NRAR teams	<ul style="list-style-type: none"> • Contribute sound advice to support the interpretation and implementation of government policy and legislation • Ensure work is aligned with current priorities, such as customer service standards and WHS standards • Ensure efficient and effective integration of state-wide compliance policy and strategy into implementable practices and procedures • Help staff to understand NRAR's role in competently administering compliance and enforcement of water resources management, by undertaking briefing sessions and sharing knowledge
Water Taskforce and other Land & Water Branches,	<ul style="list-style-type: none"> • Collaborate to ensure informed water sharing plans and equitable water sharing between competing users, including the environment • Provide information and insight to improve regulatory and compliance frameworks and processes
External	
Stakeholder groups and Local Government, State and Commonwealth	<ul style="list-style-type: none"> • Provide information to government and local government staff and community to ensure they understand their legal rights and

Who	Why
agencies	responsibilities

Role dimensions

Decision making

This role:

- Ensures assigned tasks are delivered on time, within budget and to an expected standard in relation to quality, deliverables and outcomes
- Refers to the Manager on matters likely to change project outcomes, escalate or create a substantial or contentious precedent and when higher level delegation or decision-making is required
- Submits reports, analysis, briefings and other forms of written advice in final format with minimal input required from Manager

Reporting line

Manager Compliance Monitoring & Audit

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Knowledge and understanding of the aims and principles of sustainable natural resource management.
- Experience in undertaking audit activities within a regulatory environment
- Intra-state travel requiring periods of being away from home





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

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
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Adept
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	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 Act with Integrity	Adept	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> • Adapt existing skills to new situations • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth and develop and apply new skills • Seek feedback from colleagues and stakeholders • Maintain own motivation when tasks become difficult
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> • Focus on key points and speak "Plain English" • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal clues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> • Support a culture of quality customer service in the organisation • Demonstrate a thorough knowledge of the services provided and relay 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 • Co-operate across work areas to improve outcomes for customers
Results Think and solve problems	Adept	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Demonstrate accountability	Intermediate	<ul style="list-style-type: none"> Identify and share business process improvements to enhance effectiveness
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> Take responsibility and be accountable for own actions Understand delegations and act within authority levels Identify and follow safe work practices, and be vigilant about their application by self and others Be alert to risks that might impact the completion of an activity and escalate these when identified Use financial and other resources responsibly
Business Enablers Project management	Intermediate	<ul style="list-style-type: none"> Apply computer applications that enable performance of more complex tasks Apply practical skills in the use of relevant technology Make effective use of records, information and knowledge management functions and systems Understand and comply with information and communication security and acceptable use policies Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies
		<ul style="list-style-type: none"> Perform basic research and analysis which others will use to inform project directions Understand project goals, steps to be undertaken and expected outcomes Prepare accurate documentation to support cost or resource estimates Participate and contribute to reviews of progress, outcomes and future improvements Identify and escalate any possible variance from project plans