**Portfolio: Strategy & Performance**

**Reporting to: Catchment Protection Manager**

## Position Purpose

Undertakes a range of environmental compliance-related activities, including inspections and investigations, and provides technical and educative advice to enhance compliance standards in accordance with *Water NSW Act 2014* and WaterNSW guidelines to prioritise water quality, protection of the environment, and asset protection.

## Key Accountabilities

* **Safety**: ensure all activities are undertaken with the safety of everyone as the number one priority and always role model safe behaviour.
* **Values**: behave and make decisions in accordance with the WaterNSW Values at all times.
* Support and conduct desktop and field-based investigations and take appropriate compliance/regulatory action in accordance with associated legislation and WaterNSW guidelines through the application of intelligence-based risk assessment to prioritise water quality, protection of the environment, and asset protection.
* Manage infringement process, collect evidence, interview witnesses, compile information for prosecution matters such as affidavits and statements, case manage matters proceeding to prosecution, assist Legal Counsel in court matters and appear in court as a WaterNSW witness, when required.
* Proactively investigate complaints associated with environmental matters including pollution incidents and detecting and seeking regulatory compliance for offences.
* Support the delivery of environmental compliance training and education campaigns that provide awareness, guidance and advice to internal and external stakeholders.
* Assist WaterNSW Catchment Assessment Officers and Planning and Assessment Officers with undertaking inspections of developments and other relevant activities as required.

## Key Challenges

* Displaying initiative to conduct analysis and apply consistent and collective methodologies in addressing complex issues in an environment of rapid and unpredictable change and to support evidence-based decision making.
* Identifying and resolving issues and concerns given the need to provide timely and appropriate responses to internal and external stakeholders.
* Develop competency in and understanding of key WaterNSW policies, systems, standards and procedures whilst working in a complex and changing environment.

## Significant Internal Relationships

|  |  |
| --- | --- |
| Stakeholder | Purpose of Relationship |
| Environment, Sustainability and Catchment Management team | * Provision of support and advice relating to environmental compliance matters relating to water quality or pollution.
* Collaborate with to carry out investigation and enforcement activities.
 |
| Strategy and Performance  |
| Operations  |
| Finance, Legal and Risk | * Assist in legal matters, matters before the Court, preparation of prosecutions and support resolution of breaches.
 |

## Significant External Relationships

|  |  |
| --- | --- |
| Stakeholder | Purpose of Relationship |
| Government Agencies (including the Environment Protection Authority, National Parks and Wildlife Service, Office of Environment and Heritage, the Department of Planning and Environment, NSW Police, NSW Fisheries and the Department of Primary Industries – Water) | * Provision of support and advice relating to environmental compliance matter relating to water quality or pollution.
* Collaborate with to carry out investigation and enforcement activities.
 |

## Delegations, Financial Accountabilities & Freedom to Act

As defined in the WaterNSW Financial Delegations as varied from time to time.

## WaterNSW Leadership & Performance Competencies

|  |  |  |
| --- | --- | --- |
| People | Level |  |
| Communicating with influence | B | * Tailors communication to suit the audience and uses a range of influencing techniques to build support
* Supports messages with relevant examples, demonstrations and stories
* Communicates issues clearly with different audiences
* Handles challenging questions confidently and constructively
 |

|  |  |  |
| --- | --- | --- |
| Customer | Level |  |
| Collaboration & Engagement with Customers and Stakeholders | B | * Builds and maintains relationships with individuals from other work groups to accomplish shared goals
* Adapts approach to meet the needs of a broad range of customers and stakeholders
 |
| Partnering & Advice | B | * Engages in a productive dialogue with the customer to consultatively identify a solution
* Provides credible advice for customers based on an understanding of the underlying issue
* Knows when to draw on additional resources to provide appropriate support and advice for customers
 |

|  |  |  |
| --- | --- | --- |
| Business | Level |  |
| Safety & Risk Management | B | * Takes immediate and appropriate action to minimise risk and maximise opportunities
* Implements and monitors policies, procedures and programs.
* Role models safety behaviour
* Considers safety and risk in all business decisions
 |
| Analysis and Problem Solving | B | * Defines the extent and cause of the problem through observation and investigation
* Knows when and how to source and use additional information to effectively diagnose the problem and determine suitable solutions.
* Considers all possible solutions and seeks input from subject matter experts where appropriate
* Takes necessary action to implement the identified solution
 |
| Planning and Delivering Results | B | * Manages expectations and accepts accountability for deadlines, budget and outcomes
* Delivers consistently to plans and focuses on the achievement of results despite obstacles
* Implements quality assurance practices to ensure projects and activities are delivered to required standards.
* Initiates action without prompting
 |

## Mandatory Candidate Requirements

**Qualifications:**

* Degree qualifications in environmental science, engineering, planning, investigations, or other relevant field and/or equivalent level of knowledge and demonstrated experience in environmental compliance activities and pollution investigations
* Authorised Officer or the ability to become one
* Current NSW Drivers Licence
* Possess or have the ability to gain a Certificate IV in Government (Investigations or Statutory Compliance)

**Knowledge:**

* Sound knowledge of environmental issues associated with specific and general water and wastewater issues, pollution, land management, environmental planning.
* Knowledge of current relevant environmental legislation, with demonstrated ability to interpret other environmental legislation.
* Demonstrated knowledge of environmental compliance and enforcement strategies or in the interpretation of legislation.
* Strong understanding of the application of Acts relevant to environmental compliance, such as *Protection of the Environment Operations Act 1977*, and Regulations made pursuant to these Acts.
* Understanding of evidence gathering procedures that comply with exhibit management that ensure admissibility through investigations and prosecutions.
* Highly developed written & verbal communication skills, including interview techniques, negotiation, writing notices, conflict resolution, court proceedings, public presentations and report writing.
* Ability to work autonomously, within a team environment, and collaboratively with regulatory stakeholders.

**Experience:**

* Demonstrated experience in leading and conducting investigations and the ability to apply that knowledge to environmental regulation.
* Minimum three years’ contemporary experience in an environmental enforcement or compliance position.
* Experience in implementing legislation, policy and procedures in relation to protecting the environment with an understanding of the workings of government at a state and local level under *Protection of the Environment Operations Act 1997* and/or the *Water NSW Act 2014*.
* Experience in negotiation, problem solving, conflict resolution and in analysing and resolving complex issues.
* Understanding of the *Environmental Planning and Assessment Act 1979* for investigations relating to development assessments and consents.

## Favourable Candidate Requirements

* Tertiary qualifications and/or relevant experience in Investigations and/or Regulatory role
* Demonstrated experience in the use of the *Environmental Planning and Assessment Act 1979* for investigations relating to development assessments and consents.
* An excellent understanding of earthworks, construction and sediment control measures for environmental protection.
* Experience in attending and representing organisations in court proceedings.
* Ability to drive a 4WD vehicle or willingness to undertake training in same.
* Ability to regularly travel and operate remotely within the Sydney Drinking Water Catchment as required.
* Proficient in the use and management of databases and other information management systems.
* Ability to use mapping tools.

## Pre-Employment Checks Required

* Identification
* Qualifications
* Drivers Licence
* Pre-employment Medical -Field based
* Police Check