

POSITION DESCRIPTION

1. POSITION DETAILS

Position Title	Compliance Officer
Business or Service Unit	Water Quality, Catchment Protection and People & Culture
Position Manager	Investigation & Compliance Manager
Position Location	Penrith

2. POSITION PURPOSE

Develop and maintain appropriate systems and mechanisms to implement an integrated WaterNSW operational Compliance Program and put safety first.

3. KEY ACCOUNTABILITIES

- 1) Ensure all activities are undertaken with the safety of people as the number one priority and at all times role model safe behaviour.
- 2) Develop, review and apply compliance programs, policies, strategies and guidelines which influence attitudes and practices of private and public sector agencies and identify legislative changes that may be required to fulfil WaterNSW's responsibilities in declared catchment areas.
- 3) Improve catchment health and water quality by identifying and recommending, where appropriate, actions to address environmental problems for industry; agricultural and local government operational performance and assessing the effectiveness of relevant standards and guidelines and making recommendations as appropriate.
- 4) Provide advice on regulatory and compliance policy issues, in a timely and accurate manner, and maintain a network with local government on compliance issues within the catchment.
- 5) Undertake investigations and appropriate regulatory action, prepare material for prosecutions, case manage matters proceeding to prosecution and assist Investigations & Compliance Manager and Legal Counsel in court matters.

4. SIGNIFICANT EXTERNAL RELATIONSHIPS FOR WHICH THIS POSITION IS THE PRIMARY CONTACT

- 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)
- Local Councils
- Members of the public
- Mining Companies

- Utilities

5. AUTHORITY LIMITS

- As per *Standing Delegations* instrument from time to time.

RECRUITMENT GUIDE: COMPLIANCE OFFICER

1. KEY COMPETENCIES

Individual Contributor	Team Leader	Manager	Executive
Decision Making Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.	Decision Making Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.	Strategic Decision Making Obtaining information and identifying key issues and relationships relevant to achieving a long-range goal or vision; committing to a course of action to accomplish a long-range goal or vision after developing alternatives based on logical assumptions, facts, available resources, constraints, and organizational values.	Establishing Strategic Direction Establishing and committing to a long-term business direction based on an analysis of systemic information and consideration of resources, market drivers, and organizational values.
	Developing Others Planning and supporting the development of individuals' skills and abilities so that they can fulfil current or future job/role responsibilities more effectively.	Coaching Providing timely guidance and feedback to help others strengthen specific knowledge/skill areas needed to accomplish a task or solve a problem.	Coaching and Developing Others Providing feedback, instruction, and development guidance to help others excel in their current or future job responsibilities; planning and supporting the development of individual skills and abilities.
Active Learning Demonstrating zeal for new information, knowledge, and experiences; regularly seeking and capitalizing on learning opportunities; quickly assimilating and applying new information.	Selecting Talent Evaluating and selecting internal and external talent to ensure the best match between the individual and the work requirements.	Selecting Talent Evaluating and selecting internal and external talent to ensure the best match between the individual and the work requirements.	Building Organisational Talent Establishing systems and processes to attract, develop, engage, and retain talented individuals; creating a work environment where people can realize their full potential, thus allowing the organization to meet current and future business challenges.
Personal Growth Orientation Actively pursuing development experiences to improve interpersonal and business impact.			
	Delegating responsibility Allocating decision-making authority and/or task responsibility to appropriate others to maximize the organization's and individuals' effectiveness.	Delegating Responsibility Allocating decision-making authority and/or task responsibility to appropriate others to maximize the organization's and individuals' effectiveness.	Empowerment and Delegation Sharing authority and responsibilities with others to move decision making and accountability downward through the organization, enable individuals to stretch their capabilities, and accomplish the business unit's strategic priorities.
	Leading Through Vision and Values Keeping the organization's vision and values at the forefront of associate decision making and action.	Selling the Vision Vividly communicating a compelling view of the future state in a way that helps others understand and feel how business outcomes will be different when the vision and values become a reality.	Selling the Vision Vividly communicating a compelling view of the future state in a way that helps others understand and feel how business outcomes will be different when the vision and values become a reality.
Work Standards Setting high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.	Driving for Results Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.	Driving for Results Setting high goals for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.	Passion for Results Driving high standards for individual, team, and organizational accomplishment; tenaciously working to meet or exceed challenging goals; deriving satisfaction from goal achievement and continuous improvement.
Managing work Effectively managing one's time and resources to ensure that work is completed efficiently.	Planning and Organising Establishing courses of action for self and others to ensure that work is completed efficiently.	Driving Execution Translating strategic priorities into operational reality; aligning communication, accountabilities, resource capabilities, internal processes, and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.	Driving Execution Translating strategic priorities into operational reality; aligning communication, accountabilities, resource capabilities, internal processes, and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable results.
Adaptability Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.	Facilitating Change Encouraging others to seek opportunities for different and innovative approaches to addressing problems and opportunities; facilitating the implementation and acceptance of change within the workplace.	Leading Change Identifying and driving organizational and cultural changes needed to adapt strategically to changing market demands, technology, and internal initiatives; catalyzing new approaches to improve results by transforming organizational culture, systems, or products/services.	Leading Change Identifying and driving organizational and cultural changes needed to adapt strategically to changing market demands, technology, and internal initiatives; catalyzing new approaches to improve results by transforming organizational culture, systems, or products/services.

2. MANDATORY KNOWLEDGE AND QUALIFICATION REQUIREMENTS

- Sound knowledge of environmental issues associated with specific and general water and wastewater issues, land management and industry types
- Authorised Officer or the ability to become one
- Current Drivers Licence

3. MANDATORY EXPERIENCE

- Experience in managing environmental compliance activities within a complex regulatory environment

4. EXPERIENCE THAT WILL BE VIEWED FAVOURABLY but is not mandatory

- Relevant tertiary qualifications in a relevant field
- Experience with legislative and policy tools under *Protection of the Environment Operations Act 1997* and/or *Water NSW Act 2014*
- Experience in environmental management and the use of statutory controls
- Experience in negotiation, problem solving, conflict resolution and in analysing and resolving complex issues.
- Demonstrated writing skills including preparation and production of briefings, reports, business cases and documentation for a range of internal and external audiences and experience in translating complex issues into plain English.
- Demonstrated interpersonal and communication skills including the ability to liaise with a range of internal and external stakeholders
- Ability to drive a 4WD vehicle or willingness to undertake training in same

5. KEY CHALLENGES

- Working to coordinate the activities of multiple state and local government agencies to achieve the objectives of WaterNSW
- Changing entrenched attitudes and priorities of community, industry and government agencies