

# Role Description

<b>Job Title:</b> Senior Environmental Planner	<b>Branch:</b> Planning and Impact Assessment
<b>Classification:</b> PO2	<b>Directorate:</b> Sustainable Development, Policy and Systems
<b>Position Number:</b> M19408, M19474	<b>Reports to:</b> Principal Adviser Development Assessment

**Number of Direct Reports:** 0

## Our Organisation

The Environment Protection Authority (EPA) is South Australia's independent environment protection regulator. Our purpose is to protect people and the environment from harm and support sustainable development for our current and future generations.

We protect, restore and improve the environment through the risk-based regulation of pollution, waste, noise and radiation. We work closely with industry, the community and government to protect our unique natural environment while supporting economic growth and improving wellbeing.

The EPA is responsible for the administration of the *Environment Protection Act 1993*, *Radiation Protection and Control Act 2021*, *Plastic Shopping Bags (Waste Avoidance) Act 2008* and *Single-use and Other Plastic Products (Waste Avoidance) Act 2020* and exercises responsibilities under other South Australian planning and environmental legislation.

## Our Core Values

Caring	Striving	Growing
<ul style="list-style-type: none"> <li>We set high standards for protecting our environment.</li> <li>We deliver independent and positive outcomes.</li> <li>We are responsible and trusted.</li> <li>We respect and support each other.</li> <li>We value the importance of balance and wellbeing.</li> </ul>	<ul style="list-style-type: none"> <li>We aim for the best.</li> <li>We are flexible and open to new ways of doing things.</li> <li>We are connected with our community and industry.</li> <li>We are accountable for delivering our commitments.</li> <li>We celebrate our success.</li> </ul>	<ul style="list-style-type: none"> <li>We listen first and value diverse perspectives.</li> <li>We prioritise improvement.</li> <li>We are reflective and act on lessons learned.</li> <li>We open ourselves to feedback.</li> <li>We collaborate and develop together.</li> </ul>

## Our Strategic Objectives

- SAFEGUARD communities and the environment
- DRIVE more innovative and sustainable practices
- COLLABORATE with communities and industry in managing environmental challenges
- SHARE our knowledge, science expertise and information
- TRUSTED and effective regulator

## About the Role

The role is accountable to the Principal Adviser Development Assessment and coordinates and undertakes the primary assessment of development applications and other planning related matters referred to the EPA by relevant planning authorities using (where relevant) technical information provided by specialist EPA staff. In addition, the Senior Environmental Planner provides advice to applicants and relevant planning authorities on the EPA's involvement in the planning system and assists with EPA planning projects.

## Key Accountabilities

- Balancing the assessment of potential environmental impacts against social and economic considerations.
- Working in a small team with multiple, competing deadlines.
- Working with a diverse range of staff across the EPA.
- Meeting statutory timeframes for assessment of planning documents.
- Understanding the context that the EPA operates in, including increasing community expectations around the EPA's involvement in the planning system.

## Key Outcomes

1. Coordinate the assessment of development application referrals and prepare high quality and timely draft EPA responses to referred development applications and other planning related matters.
2. Liaise with and provide advice to applicants, consultants, relevant authority planning staff and other stakeholders on environmental impact assessment matters associated with development applications.
3. Engage with specialist EPA advisers about the assessment of referrals of development applications and other planning related matters.
4. Contribute to the implementation of projects designed to improve the efficiency and effectiveness of EPA's involvement in the planning system and/or projects identified as a corporate EPA priority.
5. Model and uphold the ethical behaviour and professional standards as contained in the *Public Sector Act 2009* and the Code of Ethics for the South Australian Public Sector.
6. Ensure a safe and respectful workplace through the implementation of a framework that proactively addresses the organisation's positive duty of care to prevent harm, together with effective reporting and monitoring of WHS risks and incidents. Take responsibility for individual safety and that of direct reports and all staff, by maintaining awareness, promoting and complying with the EPA's Work Health and Safety (WHS) procedures and instructions, and undertake all reasonable management action to safeguard the health and safety of others.

## Key Relationships

The Senior Environmental Planner reports to the Principal Adviser Development Assessment in relation to budget, training, performance development review and leave related matters.

Within the Planning and Impact Assessment branch, the Senior Environmental Planner works closely with and is guided by the Principal Adviser, Development Assessment, the Principal Adviser Pre-lodgements and Assessments in relation to development assessment. The Senior Environmental Planner also works under the guidance of the Principal Adviser Planning Policy and Projects in relation to the planning policy and project matters.

Across the EPA more broadly, the incumbent has significant interaction with specialist technical staff in the coordination of EPA responses to referred development applications and other planning related matters. External to the EPA, the incumbent interacts with development applicants and their consultants, planning staff in councils and relevant state government agencies such as the Department for Housing and Urban Development.

## Selection Criteria

- Proven ability and experience with synthesising technical information into clear, cogent and concise written documents that are well expressed, achieve the intended purpose and are suitable for the intended audience.
- Proven interpersonal skills that facilitate interaction, cooperation and trust with internal and external stakeholders.
- Proven ability to acquire subject matter knowledge and experience in interpreting and applying relevant legislation.
- Proven time and personal management skills to effectively manage competing priorities and deliver products within tight timeframes.
- Well-developed critical thinking skills, including the ability to recognise, and (where necessary) appropriately deal with or escalate commercially, politically or organisationally sensitive issues.

## Essential Qualifications

Refer to [Determination 5: Classification and Remuneration for Employees](#)

- Recognised degree in a relevant field such as planning, science, law, environmental management, engineering, natural resource management or equivalent.

## Desirable Qualifications and Selection Criteria

- Experience working in a regulatory or other public sector agency environment involving the assessment of regulated activities, licences, permits or development applications and/or working with planning policy and/or strategic planning documents (or similar).
- Good working knowledge of the South Australian *Environment Protection Act 1993* and associated Environment Protection Policies.
- Broad knowledge of pollution and waste management issues and environment protection measures, practices and procedures.
- Knowledge of and experience working with planning legislation (South Australian or other Australian jurisdiction).

## Special Conditions

**Work Status:** Eligibility to work in Australia

**Location:** 211 Victoria Square, Adelaide 5000

- This role has been designated as a Position of Trust pursuant to the standards required in the Australian Government Protective Security Policy Framework. A current National Police Clearance is essential.
- The EPA supports and actively encourages flexible working arrangements to enable its staff to effectively balance work and life. Such arrangements may be negotiated with the appropriate Manager.
- The incumbent will occasionally be required to travel to sites in country areas and interstate.

- The incumbent may be required to work out of hours and as the need arises.
- A current driver's licence is essential.

***The EPA expects all its employees to contribute to its outcomes by:***

- Working as effective team members by treating others with respect and courtesy, collaborating with team members, and internal and external stakeholders to achieve results;
- Optimising their own performance by actively identifying their strengths and individual training and development needs, and actively participating in the twice-yearly performance and development review process;
- Providing high quality customer service;
- Ensuring they are familiar and compliant with relevant legislation, policies and procedures;
- Managing information in accordance with the *State Records Act 1997* and EPA record keeping requirements,
- Supporting the EPA's commitment to reducing its energy usage, contributing to the SA Government's greenhouse gas emission targets and reducing the use of single use plastics;
- Promoting equality, respect and a culture of zero tolerance towards violence against women in the workplace and;
- Utilising resources and information in a responsible and accountable manner and comply with all EPA financial, human resources, procurement and other agency policies and procedures.

## References

Code of Ethics for the South Australian Public Sector - <http://publicsector.sa.gov.au/policies-standards/code-of-ethics/>

*Public Sector Act 2009* - <https://www.publicsector.sa.gov.au/Resources-and-Publications/key-legislation/public-sector-act-2009>

[Entry Level Employee Competency Framework](#) / [First Line Manager Competency Framework](#) / [Middle Manager Competency Framework](#)