

Role Description

Job Title: Project Officer	Branch: Strategic Improvement
Classification: ASO4	Directorate: Corporate Services Group
Position Number: M19442	Reports to: Principal Adviser Strategic Projects

Number of Direct Reports: Nil

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* (EP Act), *Radiation Protection and Control Act 2021* (RPC Act), *Plastic Shopping Bags (Waste Avoidance) Act 2008* and *Single-use and Other Plastic Products (Waste Avoidance) Act 2020* and also exercises responsibilities under other South Australian planning and environmental legislation.

Our Core Values

Caring	Striving	Growing
- We set high standards for protecting our environment. - We deliver independent and positive outcomes. - We are responsible and trusted. - We respect and support each other. - We value the importance of balance and wellbeing.	- We aim for the best. - We are flexible and open to new ways of doing things. - We are connected with our community and industry. - We are accountable for delivering our commitments. - We celebrate our success.	- We listen first and value diverse perspectives. - We prioritise improvement. - We are reflective and act on lessons learned. - We open ourselves to feedback. - We collaborate and develop together.

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 Project Officer supports the delivery of a broad range of EPA projects, focusing on agency wide business processes, continuous improvement, national and state initiatives, and corporate and regulatory reforms. The Project Officer will be responsible for assisting with project management, and general support of strategic and business planning and business improvement.

Key Accountabilities

- Supporting the effective delivery of projects with tight timeframes.
- Assisting with gathering information and producing high quality reports, briefings and other correspondence for the Executive, Board, and the Minister
- Analysing information to propose recommendations.
- Building communication channels with staff across the EPA and team members to deliver projects.

Key Outcomes

1. Apply project management knowledge and experience to support delivery of EPA projects.
2. Assist with ensuring projects are managed and delivered within agreed timeframes and within agreed resourcing to deliver expected outcomes.
3. Provide support with consultation and collaboration activities, to shape and deliver projects
4. Provide advice on project administrative functions and processes, including where procedures are not clearly defined.
5. Identify, assess and report on business needs and implement continuous improvement processes
6. Provide effective contribution to, and undertake, the preparation of briefings, reports and project related communications.
7. Undertake research and analysis activities to deliver strategic and/or operational projects
8. Facilitate clear communication and information sharing to strengthen stakeholder commitment and achieve improved project outcomes.
9. 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.
10. Ensure a safe and respectful workplace through the implementation of a framework that proactively addresses the organisations 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 Project Officer has interactions with the following groups/personnel:

- The Project Officer reports directly to the Principal Adviser Strategic Projects.
- The incumbent will work within a team and across other Branches in the EPA on various projects.
- The incumbent has interaction with staff within the EPA.
- The incumbent may have interaction with other state and federal government agencies and regulators, community members and local government.

Selection Criteria

- Experience in supporting projects/programs, requiring problem analysis and provision of appropriate recommendation and solutions.
- Knowledge of project management procedures and processes.
- Proven experience in analysing and researching information, preparing reports, minutes and general correspondence.
- Proven ability to communicate professionally at all levels, in writing and verbally.
- Proven ability to collaborate effectively across teams.
- Demonstrated ability to meet tight timeframes with attention to detail.
- Ability to work in an agile and adaptive manner, shifting focus as priorities evolve, and providing timely support across multiple projects.
- Demonstrated ability to work collaboratively in a team and to also work independently under direction to achieve results within tight deadlines.

Essential Qualifications

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

- Nil

Desirable Qualifications and Selection Criteria

- Project management training or experience

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 may 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.
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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](#)