

Role Description

| | |
|--|---|
| Job Title: Property Interests Officer | Branch: Government Business and Information Management |
| Classification: ASO3 | Directorate: Corporate Services Group |
| Position Number: M19480 | Reports to: Team Leader Public Information |

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 |
|--|---|---|
| <ul style="list-style-type: none"> 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. | <ul style="list-style-type: none"> 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. | <ul style="list-style-type: none"> 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 Property Interests Officer is responsible for the provision of timely and accurate EPA Statement to Form 1 responses pursuant to the *Land and Business (Sale and Conveyancing) Act 1994*. The role verifies information regarding land titles and maps, lodges applications for the registration of EPA orders and interests on land, and flags of site contamination interests.

Key Accountabilities

- Providing effective and timely administrative services in order to meet statutory timeframes.
- Developing and maintaining cooperative, productive and professional working relationships with EPA personnel, State and Local Government personnel, members of the public, real estate industry and their legal representatives.

Key Outcomes

1. Contribute to the effective administration of the provisions of the *Land and Business (Sale and Conveyancing) Act 1994*.
2. Review and prepare timely and accurate responses to EPA Statement to Form 1 enquiries made pursuant to the *Land and Business (Sale and Conveyancing) Act 1994*.
3. Contribute to reporting on the status of EPA Statement to Form 1 enquiries and performance target results.
4. Check EPA interests on the Land Services SA database are accurate and rectify any identified issues quickly.
5. Ensure the effective delivery of instructions to Crown Solicitor's Office for the Registrations of Matters on Land on behalf of the EPA.
6. Contribute toward the ongoing development of work systems and processes and support their implementation.
7. Comply with State Government and EPA systems, policies and procedures.
8. 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.
9. 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

- Reports to the Team Leader Public Information.
- Works within a small team of officers within the Property Interests Team to ensure a teams-based approach.
- Engages with EPA operations and Site contamination staff for the verification of land titles and maps, lodgement of applications for the registration of EPA orders and interests on land and flagging of site contamination interests.
- Responds to members of the public, real estate industry and their legal representatives seeking information on land and EPA environmental interests.
- Engages with the Crown Solicitor's Office.

- Engages with the Attorney-General's Department and Land Services SA personnel for systems and administrative functions of land, land titles and map information.

Selection Criteria

- Analytical skills to interpret information and identify course of action in accordance with legislation, policies and procedures.
- Demonstrated verbal and written communication skills with a wide range of stakeholders.
- Demonstrated drive, initiative, motivation and organisational skills to achieve timely and quality work outcomes with minimum supervision.
- Experience with conflict resolution.
- Ability to identify problems, and exercise judgement to resolve problems.
- Demonstrated ability to achieve and check own work with a high degree of accuracy.
- Ability to work in a team environment to achieve objectives.

Essential Qualifications

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

- Nil.

Desirable Qualifications and Selection Criteria

- Experience in the interpretation and application of legislation and regulations.

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 be required to work out of hours and as the need arises.

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>

[South Australian Public Sector Entry Level Employee Competency Framework](#) / [First Line Manager Competency Framework](#) / [Middle Manager Competency Framework](#)