

## Role Description

<b>Job Title:</b> Senior Liaison and Correspondence Officer	<b>Branch:</b> Government Business and Information Management
<b>Classification:</b> ASO6	<b>Directorate/Group:</b> Corporate Services
<b>Position Number:</b> M19543	<b>Reports to:</b> Manager Government Business and Information Management

**Number of Direct Reports:** Up to 1

### 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"> <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 Senior Liaison and Correspondence Officer is responsible for the preparation and coordination of high-level advice and documentation, and providing support for the Chief Executive, Executive, Board and Minister.

## Key Accountabilities

- Anticipating the needs of the Chief Executive, Executive team, Minister and Board and providing assistance, support and advice in a timely manner.
- Dealing with tight timeframes and competing priorities.
- Working under limited supervision and identifying issues that require the leadership and attention of senior management.
- Ability to interpret and clearly summarise complicated, technical and sensitive information.
- Staying ahead of topical issues that may impact on the Agency.
- Managing various stakeholders and negotiating outcomes to meet deadlines.

## Key Outcomes

1. Coordinate, prepare and contribute to the preparation of high-quality reports, briefings, presentations and responses on significant and sensitive issues for the attention of the Chief Executive, Executive team, Minister and EPA Board.
2. Interact with senior management, Minister's Office and key stakeholders in the representation of confidential, significant and/or topical issues.
3. Coordinate agency responses to Cabinet Submissions, maintain the Cabinet forward agenda and ensure Executive and appropriate staff are informed of relevant Cabinet outcomes.
4. Prepare and coordinate information for Parliament including Parliamentary Briefing Notes, Estimates briefings, responses to questions and speech notes.
5. Ensure that senior management are kept abreast of significant and topical issues.
6. Prepare, coordinate and respond to enquiries from Members of Parliament in liaison with the Minister's Office, senior management and EPA staff.
7. Ensure appropriate systems and processes for sharing information and to enhance and retain the corporate knowledge of the agency.
8. Assist and guide staff in the development of briefings, Cabinet submissions and other documents particularly when they are sensitive and complex.
9. Assist in the coordination and oversight of Ministerial and Chief Executive correspondence to ensure it is of a high standard and appropriately recorded, tracked and managed for timely retrieval and follow-up.
10. Train staff in the use of electronic records management systems as required.
11. 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.
12. 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 Senior Liaison Officer has interactions with the following groups/personnel:

- Chief Executive, Executive team, and EPA staff.
- Minister's Office.
- Cabinet Office.
- Other Government Departments and Agencies.
- Industry and Business stakeholders.
- Members of Parliament staff.

## Selection Criteria

- High level communication skills, both verbal and written.
- Ability to manage competing deadlines.
- Background in and knowledge of governmental entities, functions and machinery of government processes.
- Experience working in a high-pressure environment.
- Experience in the preparation of high level, complex and sensitive documents and advice.
- Ability to interact and develop sound working relationships at the most senior levels of an organisation.
- Ability to think strategically while balancing several complex agendas.
- Demonstrated ability to work with limited supervision and as part of a team.
- Ability to provide advice and guide staff in the preparation of high-quality briefings, correspondence and other documents.

## Essential Qualifications

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

- Nil.

## Desirable Qualifications and Selection Criteria

- A broad understanding of environmental issues.
- Relevant qualification.
- Knowledge of the EP Act and operations of the agency.

## 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.

***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](#)