

Role Description

Job Title: Principal Adviser Strategic Projects	Branch: Strategic Improvement
Classification: ASO7	Directorate: Corporate Services Group
Position Number: M19562	Reports to: Manager Strategic Improvement

Number of Direct Reports: Six (6)

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 Principal Adviser Strategic Projects is responsible for the delivery and coordination of strategic projects and related expert advice for better regulation and management of environmental risks and impacts in South Australia. The Principal Adviser Strategic Projects will direct and coordinate a small group of staff who undertake and deliver strategic projects across the EPA. The incumbent works with government and industry in developing solutions to minimise impacts and risks to the community.

Key Accountabilities

- Working within a dynamic work environment.
- Managing complex issues, competing priorities and deadlines to achieve results in line with EPA Strategic Goals and Priorities.
- Effectively communicating with a broad range of Stakeholders from a diverse range of backgrounds.
- Develop and maintain relationships with other South Australian Government agencies and similar agencies located in other jurisdictions.
- Identification and implementation of methods to gain efficiencies in work process.

Key Outcomes

1. Initiate, plan and coordinate projects and strategic programs for strategic improvement across the EPA.
2. Establish and maintain networks and relationships with individuals and agencies to improve the involvement, influence and reputation of the EPA in relation to issues of environmental and radiation regulation and monitoring.
3. Lead and motivate a diverse team of staff by applying project management principles and performance measurement and reporting for business improvement.
4. Support the objectives and performance measures of other parts of the EPA and develop effective cross-divisional and cross-agency approaches and strategies.
5. Undertake various projects, often of a political and sensitive nature, as a result of strategic direction from across the EPA.
6. Review, analyse and investigate trends and practices in environmental and radiation regulation and formulate proposals for its application to improving EPA regulatory practices.
7. 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.
8. 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 Principal Adviser Strategic Projects is accountable to the Manager Strategic Improvement. The Principal Adviser establishes, coordinates, and maintains strategic projects that operate across the EPA to provide high quality and timely projects that lead to improved processes and outcomes. Key interactions include:

- The Strategic Improvement Branch leadership team to deliver objectives as a branch.
- Works closely with other areas of the EPA including the Executive Leadership Team and Managers to provide coordinated, effective and influential strategic advice and projects to assist with delivering the organisation's strategic objectives.
- Responsible for the day to day management and tasking of staff who report to the Principal Adviser.
- Establish and maintain networks with the other agencies to share information.
- Establish effective relationships and work in partnership with industry, across government and with the community with the objective of achieving compliance and encouraging continual improvement and best practice regarding aspects the EPA regulates.

Selection Criteria

- Experience in leading teams, including the prioritisation of work, coordinate activities to achieve outcomes within tight timeframes, monitoring of productivity, performance feedback and mentoring staff.
- Proven ability to work independently under broad direction and as a team member.
- Proven high level verbal and written communication skills, using a variety of methods to a broad range of audience, including demonstrated ability to prepare or coordinate timely and clear reports and briefing papers that provide high level information/reports in relation to projects.
- Proven ability to effectively manage across a number of competing priorities and to use initiative to complete complex projects and work programs within prescribed deadlines.
- Proven experience and ability to work in an agile and adaptive manner, rapidly acquiring new information, shifting focus as priorities evolve, and providing timely support across multiple projects.
- Demonstrated experience in managing projects and programs through the application of project management principles and techniques.
- Strong problem-solving, analytical and judgement skills and the ability to negotiate with and influence business stakeholders.
- Proven ability to establish and implement effective practices and processes that support continual improvement and delivery of organisational priorities.

Essential Qualifications

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

- Nil.

Desirable Qualifications and Selection Criteria

- Relevant qualification in project management, or equivalent.
- Appropriate tertiary level qualification in environmental management, or equivalent
- Leadership training

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.

The EPA expects its senior managers and supervisors to act as dynamic and engaging leaders by:

- Managing people fairly and equitably;
- Making sound, timely and cost effective decisions;
- Modelling and encouraging safe workplace behaviour;
- Modelling high quality customer service;
- Supporting diversity and inclusion;
- Promoting a culture of continuous improvement;
- Managing work programs and projects to achieve outcomes, and
- Collaborating with other branches, agencies and stakeholders to achieve optimum results.

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](#)