

Role Description

Job Title: AELERT Executive Officer	Branch: AELERT
Classification: ASO8	Directorate: Deputy Chief Executive Group
Position Number: P62477	Reports to: AELERT Chief Executive Officer

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.

About AELERT

Australasian Environmental Law Enforcement and Regulators neTwork (AELERT) is hosted by the Environment Protection Authority (EPA). AELERT is a well-established, respected and internationally recognised professional network for environmental regulators across Australasia.

AELERT is mainly funded by members who regulate at local, state and federal jurisdictions. These member agencies provide AELERT with over 3000 individual practitioners who use AELERT services and products to regulate environmental and non-environmental laws.

AELERT is over 20 years in operation and in 2023, issued its [strategic plan](#) to enhance its core purpose to foster world class regulatory practice.

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

Managerial Responsibilities

Senior leaders within the EPA are required to act as dynamic and engaging leaders by promoting a culture of inclusivity, professional excellence and continuous improvement. They are expected to make sound, timely and cost-effective decisions, model and encourage all aspects of workplace safety, inspire, nurture and develop high performing teams that deliver best practice outcomes and adopt a respectful and collaborative approach to leading their teams, and working with other branches, agencies and stakeholders to achieve best results.

The EPA senior managers and supervisors act as dynamic and engaging leaders and will be able to demonstrate their public sector management and leadership by:

- Having significant independence of action including the use, allocation and management of both financial and human resources within the constraints or guidelines laid down by executive management;
- Exercising significant levels of independent judgement, original thinking, and creativity in exercising their delegated authority;
- Managing people fairly and equitably;
- Making sound, timely and cost-effective decisions;
- Having a strong understanding of and compliance with all government policies, including Premier's Directions, DPC Circulars, Treasurer's Instructions and Determination and Guidelines of the Commissioner for Public Sector Employment;
- Modelling and encouraging safe workplace behaviour;

- Modelling high quality customer service;
- Supporting diversity and inclusion;
- Promoting a culture of continuous improvement;
- Providing strong leadership through change;
- Managing their team's work programs and projects to achieve outcomes; and
- Collaborating with other branches, agencies and stakeholders to achieve optimum results.

About the Role

The AELERT Executive Officer provides high level executive support to AELERT to ensure it fulfils its strategic objectives and manages the day-to-day Secretariat delivery. The Executive Officer is a key part of the Leadership Team which leads and delivers AELERT business by implementing AELERT's Strategic Plan and key underpinning activities in pursuit of AELERT's purposes and objectives.

Key Accountabilities

- Managing diverse and disperse customer membership base with varying levels of engagement with different and changing service needs
- Representing AELERT, leading positive proactive interactions with member agencies and individual members to enhance cross-jurisdictional networks
- Driving excellence and quality in regulatory practice and advice to embed a culture and practice of continuous improvement
- Enabling high level and strategic decision making in the National Council, including on strategic priorities and operational program for the network, reform priorities and continuous improvement
- Engagement with members at affiliate, local, state, territory and commonwealth government agencies, to influence and evolve AELERT's products and services to its members and member agencies
- Report on benefits realised by affiliate, local, state, territory and commonwealth government agency members, to ensure the enduring viability of the network
- Development high quality business plans, ensuring their alignment with short-term and long-term strategic objectives and deliverables/activities.

Key Outcomes

1. Deliver high quality secretariat services to the AELERT National Council that are consistent with departmental requirements and reflect best practice
2. Provide efficient and effective executive support to the AELERT CEO
3. Prepare high level briefings, reports and position papers that addresses AELERT strategic risk mitigations to inform decision making by the AELERT CEO, National Council and Chair
4. Prepare high level briefings and reports on AELERT delivering on its 2023-25 Strategic Plan
5. Build working relationships with executive officers within key member agencies
6. Support the CEO to implement AELERT's 2023-25 Strategic Plan
7. Lead operational improvements to AELERT products and services that maximise the value for AELERT member agencies and regulatory practitioners
8. Delivery high quality customer services to AELERT member agencies, affiliates, individuals and jurisdictional representatives, and potential new member agencies
9. Provide operational and strategic support to AELERT network groups and deliver high quality customer services to its Cluster Working Group and Community of Practice members, who are geographically dispersed
10. 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.

11. 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 AELERT Project Officer has interactions with the following groups/personnel:

- Internal
 - AELERT Chair, AELERT Chief Executive Officer, AELERT team
- External
 - AELERT international partners, AELERT Working Groups and Communities of Practice, AELERT members, stakeholders

Selection Criteria

- Strong commitment to customer service, managing a diverse and dispersed member base
- Strong problem-solving skills, including sound judgement to make recommendations on solutions and their implementation
- Demonstrated ability and experience to manage projects and deliver project success
- Strong communication and negotiation skills with ability to understand and tailor both written and verbal communications to the audience
- Strong ability to self-manage and work with a high level of autonomy and determine day-to-day work priorities within the parameters of an agreed work plan
- Strong organisational skills with ability to manage timelines, respond flexibly to changing priorities, manage projects, prioritise work under pressure and deliver outcomes.
- Previous experience in procurement and managing contracts and a comprehensive knowledge of Australian Public Service administrative requirements
- Demonstrated ability to build, energise and enable collaborative working relationships within a team and a network.

Essential Qualifications

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

- N/A

Desirable Qualifications and Selection Criteria

- Experience in management reform and change, managing business products and service improvements and promoting business products and benefits to customers would be an advantage
- Experience in a regulatory organisation would be an advantage

Special Conditions

Work Status: Eligibility to work in Australia

Location: Negotiable – any location in Australia or New Zealand

- 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 role will require engagement with members across Australia, New Zealand and Internationally and may require some travel 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>

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