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| **Agency** | **Department of Climate Change Energy, the Environment and Water** |
| **Division / Team** | **Energy, Climate Change and Sustainability** |
| **Location** | **Location negotiable / Hybrid** |
| **Classification/Grade/Band** | **Environmental Officer 13** |
| **Role Number** | **TBC** |
| **ANZSCO/ OSCA Code** | **312234** |
| **PCAT Code** | **1119192** |
| **Date of Approval** | **March 2023 (updated February 2025)** |
| **Agency Website** | **www.deeccw.gov.au** |

*Ensuring a sustainable NSW through climate change and energy action, water management, environment and heritage conservation and protection.*

# Who we are

The NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) works to protect the state's environment and heritage. It leads the way on climate change, driving the sustainable transition to a net zero economy, powered by affordable, reliable and clean energy.

# DCCEEW conserves and protects the state's natural environment. It manages the NSW national park estate, including its rich and diverse biodiversity and Aboriginal cultural heritage for future generations.

# DCCEEW also ensures sustainable management of water resources across the state, to support the environment, communities and industry.

We acknowledge the ongoing custodial responsibilities of the Aboriginal peoples of NSW to care for Country and water and are committed to establishing meaningful partnerships with Aboriginal peoples in management of the environment.

Primary purpose of the role

Lead a team in providing safety, technical and risk expertise to fulfill the NSW Government’s safety and regulatory responsibilities under the *Pipelines Act 1967 and Gas Supply Act 1996* and associated regulations. Ensure that risks are being managed to the expectations of the NSW public, this role provides subject matter expertise in reviewing planned audit outputs, management systems, outcomes from incident investigations and providing technical advice in setting regulatory priorities.

# This role works closely with asset owners, asset operators and industry subject matter committees to promote regulatory compliance, provides input into the development of Australian Standards, direct technical research programs and the development of industry guidelines. The role also provides key technical input into NSW and Commonwealth government programs related to renewable gases such as hydrogen and biomethane.

# Key accountabilities

* Lead development of response plans to annual audits, safety management studies, fitness for purpose reviews, pipeline management system reviews, pipeline integrity inspection reports and other adhoc report findings to determine risks posed to the public and energy security for gas network and pipeline assets
* Act as the custodian of the DCCEEW Pipeline and Gas Network risk frameworks and ensure executive leadership maintains an accurate understanding of the safety risks to the public and NSW energy security
* Oversee targeted audits of asset operators to determine whether compliance with regulations has been achieved and suggest options for further action
* Lead the periodic inspection of operating sites and new assets under construction to ensure agreed risk control processes are being adopted and followed and issue official directions to asset operators where actions are required in the interest of public safety or energy security
* Maintain a calm and constructive dialogue with senior management or executives from asset operators who may be required to take action to manage technical and safety risks
* Provide operational and technical advice in relation to the licensing process for gas network and pipeline assets including the design, construction, operation and decommissioning of assets
* Lead the evaluation of technical, safety and risk document packages associated with gas network, pipeline and authority to survey applications and provide recommendations to the Secretary or Minister through the development of briefing packages,
* Be the lead representative for the NSW Government on Australian Standard Committees, national technical regulator forums, industry committees and research projects to ensure public safety outcomes are prioritized.

Key challenges

* Ensuring the DCCEEW risk system is sufficiently responsive to adapt to emerging risks in the gas network and pipeline infrastructure
* Establishing and maintaining productive relationships with senior personnel from gas network and licensed pipeline operators and authority to survey holders.
* Preparing responses to urgent briefing and stakeholder correspondence requests and providing high quality technical advice while managing multiple issues.

Key relationships

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| **Who** | **Why** |
| **Internal** |  |
| Manager Pipelines and Gas Networks | * Seek guidance and provide technical and operational advice with regard to gas network and pipeline compliance; legislative and regulatory framework and risk issues. |
| Team members | * Collaborate and provide operational and technical advice and input with regard to the design, construction operation and maintenance of gas networks and licenced pipelines. |
| Administrative Support Officer | * Provide guidance and supervision on registering incidents, preparing monthly, quarterly and annual reports and on conducting pipeline searches. |
| **External** |  |
| Australian Standards and Regulatory Committees | * Provide technical advice and represent the interests of the Department. |
| Gas Network and Licensed Pipeline Operators | * Work collaboratively with industry on ongoing reporting matters and ensure that sufficient detail is available for the ongoing accuracy of the OECC risk system * If necessary; maintain a calm and constructive dialogue with asset operators to enforce compliance in the interest of public safety |

# Role Dimensions

## Decision Making

* Works with and receives advice and guidance from the Manager and other senior staff but has responsibility for determining own work priorities and the provision of accurate technical advice within the overall agreed work program.
* Is required to comply and make decisions and recommendations within applicable legislative and Department policies, procedures and administrative frameworks and requirements.
* Refer issues to the Manager include those relating to changes in scope of work, changes to Australian Standards, legislation and regulatory frameworks and the escalation of business and regulatory risks particularly those that have the potential to impact public safety.
* Where allowed for under direction from DCCEEW management or per requirements under DCCEEW frameworks use the powers of an inspector to gather information relevant to the team’s safety and regulatory responsibilities

## Reporting Line

The role reports to Senior Manager Pipelines and Gas Networks

## Direct Reports

0-2

## Budget / Expenditure

Nil

# Key knowledge and experience

* Advanced knowledge of gas network and pipeline construction, operation, maintenance and safety including emergency management, gas measurement, damage mechanisms, external interference management and corrosion protection.
* Significant knowledge of relevant Standards especially AS2885, AS4645, AS4564, AS2832.1, industry codes, legislative and regulatory frameworks.
* Significant experience within the gas or liquid petroleum industries with a specific focus on pipeline and/or distribution infrastructure.
* Knowledge of international codes such as API 5L, ASME B31.8, B31.4 and B31.12 advantageous
* Understanding of the National Gas Law, National Gas Rules and associated processes advantageous
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# Essential requirements

* Tertiary qualifications in the following disciplines: Mechanical, Chemical, Mechatronic, Electrical, Process Engineering (or equivalent trade qualifications and experience)
* Held senior engineering or operational leadership roles with a focus on operations, maintenance, asset management or risk management
* Experience in a regulatory or management system role.

## Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into focus capabilities and complementary capabilities

## Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

## Focus capabilities

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| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
| personal-attributes | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | Model the highest standards of ethical and professional behaviour and reinforce their use  Represent the organisation in an honest, ethical and professional way and set an example for others to follow  Promote a culture of integrity and professionalism within the organisation and in dealings external to government  Monitor ethical practices, standards and systems and reinforce their use  Act promptly on reported breaches of legislation, policies and guidelines | Advanced |
| personal-attributes | **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | Act as a professional role model for colleagues, set high personal goals and take pride in their achievement  Actively seek, reflect and act on feedback on own performance  Translate negative feedback into an opportunity to improve  Take the initiative and act in a decisive way  Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation | Advanced |
| relationships | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | Present with credibility, engage diverse audiences and test levels of understanding  Translate technical and complex information clearly and concisely for diverse audiences  Create opportunities for others to contribute to discussion and debate  Contribute to and promote information sharing across the organisation  Manage complex communications that involve understanding and responding to multiple and divergent viewpoints  Explore creative ways to engage diverse audiences and communicate information  Adjust style and approach to optimise outcomes  Write fluently and persuasively in plain English and in a range of styles and formats | Advanced |
| relationships | **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | Take responsibility for delivering high-quality customer-focused services  Design processes and policies based on the customer’s point of view and needs  Understand and measure what is important to customers  Use data and information to monitor and improve customer service delivery  Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers  Maintain relationships with key customers in area of expertise  Connect and collaborate with relevant customers within the community | Adept |
| results | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues  Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others  Take account of the wider business context when considering options to resolve issues  Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements  Implement systems and processes that are underpinned by high quality research and analysis  Look for opportunities to design innovative solutions to meet user needs and service demands  Evaluate the performance and effectiveness of services, policies and programs against clear criteria | Adept |
| results | **Demonstrate Accountability**  Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Assess work outcomes and identify and share learnings to inform future actions  Ensure that own actions and those of others are focused on achieving organisational outcomes  Exercise delegations responsibly  Understand and apply high standards of financial probity with public monies and other resources  Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others’ health and safety  Conduct and report on quality control audits  Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks | Intermediate |
| business-enablers | **Technology**  Understand and use available technologies to maximise efficiencies and effectiveness | Identify opportunities to use a broad range of technologies to collaborate  Monitor compliance with cyber security and the use of technology policies  Identify ways to maximise the value of available technology to achieve business strategies and outcomes  Monitor compliance with the organisation’s records, information and knowledge management requirements | Adept |
| business-enablers | **Project Management**  Understand and apply effective planning, coordination and control methods | Understand all components of the project management process, including the need to consider change management to realise business benefits  Prepare clear project proposals and accurate estimates of required costs and resources  Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements  Identify and evaluate risks associated with the project and develop mitigation strategies  Identify and consult stakeholders to inform the project strategy  Communicate the project’s objectives and its expected benefits  Monitor the completion of project milestones against goals and take necessary action  Evaluate progress and identify improvements to inform future projects | Adept |

## Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

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| **Capability group/sets** | **Capability name** | **Description** | **Level** |
| personal-attributes | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Advanced |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| relationships | Work Collaboratively | Collaborate with others and value their contribution | Adept |
| relationships | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Adept |
| results | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Adept |