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| **Cluster** | Climate Change Energy, the Environment and Water |
| **Agency** | Department of Climate Change Energy, the Environment and Water |
| **Division / Team** | Energy, Climate Change and Sustainability |
| **Location** | Location negotiable |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **Role Number** | TBC |
| **ANZSCO Code** | 312999 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | August 2024 |
| **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

Provide safety, technical, and risk expertise to meet NSW Government's responsibilities under the *Pipelines Act 1967, Gas Supply Act 1996,* and *Corrosion Protection Regulation 2020*. Ensure safety risks align with public expectations by reviewing audits, management systems, incident investigations, and setting regulatory priorities. Collaborate with asset owners and industry committees to promote compliance, support Australian Standards development, participate in technical research, and contribute to industry guidelines. Provide technical input into NSW and Commonwealth programs related to renewable gases, including hydrogen and biomethane.

# Key accountabilities

* Conduct periodic inspection of operating sites and new assets under construction to ensure agreed risk control processes are being adopted and followed
* Participate in targeted audits of asset operators to determine whether compliance with regulations has been achieved and suggest options for further action
* Develop response plans to annual audits, safety management studies, remaining life reviews, pipeline management system reviews, inspection reports and other ad hoc report findings to determine risks posed to the public and energy security in gas network and pipeline assets
* Support the maintenance of the DCCEEW Pipeline and Gas Network risk frameworks and ensure team leadership are aware of emerging risks
* Advise team leadership on whether official directions to asset operators are required in the interest of public safety or energy security
* Maintain a calm and constructive dialogue with personnel from asset operators
* 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
* Represent the NSW Government and support team leadership on Australian Standard Committees, national technical regulator forums, industry committees and research projects to ensure public safety outcomes are prioritised.

Key challenges

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

Key relationships

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| **Who** | **Why** |
| **Internal** |  |
| Principal Inspector (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. |
| Senior Manager Pipelines and Gas Networks | * Provide advice in conjunction with the Principal Inspector regarding significant emerging risks require the Senior Manager’s attention. |
| 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 DCCEEW risk system * Maintain a calm and constructive dialogue with asset operators to enforce compliance in the interest of public safety |

# Role Dimensions

## Decision Making

* Provides advice to and seeks guidance from the Principal Inspector, Senior Manager and other team members.
* Is required to comply and make decisions and recommendations within applicable legislative and Department policies, procedures and administrative frameworks and requirements
* Issues referred to the Principal Inspector include those relating to changes in scope of work, changes to Australian Standards, legislation and regulatory frameworks.
* 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 Principal Inspector (Pipelines and Gas Networks)

## Direct Reports

Nil

## Budget / Expenditure

Nil

# Key knowledge and experience

* Knowledge of gas network and pipeline construction, operation, maintenance and safety including emergency management, gas measurement, damage mechanisms, external interference management and corrosion protection.
* Awareness of relevant Standards especially AS2885, AS4645, AS4564, AS2832.1, industry codes, legislative and regulatory frameworks.
* Some experience within the gas or liquids industries with a specific focus on pipeline and distribution infrastructure
* Knowledge of international codes such as API 5L, ASME B31.8, B31.4 and B31.12

# Essential requirements

* Tertiary qualifications in the following disciplines: Mechanical, Chemical, Mechatronic, Electrical, Process Engineering (or equivalent trade qualifications and experience) or;
* Trade qualifications in plumbing or gas fitting with experience in the utilities industry.

## 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 | Keep up to date with relevant contemporary knowledge and practices  Look for and take advantage of opportunities to learn new skills and develop strengths  Show commitment to achieving challenging goals  Examine and reflect on own performance  Seek and respond positively to constructive feedback and guidance  Demonstrate and maintain a high level of personal motivation | Adept |
| relationships | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiences  Clearly explain complex concepts and arguments to individuals and groups  Create opportunities for others to be heard, listen attentively and encourage them to express their views  Share information across teams and units to enable informed decision making  Write fluently in plain English and in a range of styles and formats  Use contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| relationships | **Work Collaboratively**  Collaborate with others and value their contribution | Encourage a culture that recognises the value of collaboration  Build cooperation and overcome barriers to information sharing and communication across teams and units  Share lessons learned across teams and units  Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work  Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |
| results | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomes  Make sure staff understand expected goals and acknowledge staff success in achieving these  Identify resource needs and ensure goals are achieved within set budgets and deadlines  Use business data to evaluate outcomes and inform continuous improvement  Identify priorities that need to change and ensure the allocation of resources meets new business needs  Ensure that the financial implications of changed priorities are explicit and budgeted for | Adept |
| results | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence  Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience  Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience  Seek contributions and ideas from people with diverse backgrounds and experience  Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness  Identify and share business process improvements to enhance effectiveness | Adept |
| 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 | Intermediate |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| relationships | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| relationships | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Adept |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
| results | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | 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 | Intermediate |