

# Chief Executive Officer

## Statement of Duties

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<b>Position number</b>	334398
<b>Position Status</b>	Contract for term of up to 5 years
<b>Location</b>	Hobart or Launceston

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### Position purpose

The Chief Executive Officer of the Environment Protection Authority (EPA) oversees the operations of the EPA, its people and resources. The role includes administering the EPA as a State Authority under the *State Service Act 2000* and the *Financial Management Act 2016*.

The Chief Executive Officer holds the statutory position of Director, Environment Protection Authority (EPA) providing strategic leadership as a member of the EPA Board and serves as Tasmania's environmental regulator. This involves exercising independent statutory powers and functions under the *Environmental Management and Pollution Control Act 1994* (EMCA) to ensure that industries and facilities are operated without causing unacceptable environmental impacts.

### Major duties

- Oversee the effective operation, administration and development of the EPA to achieve key objectives, including managing the human, physical and financial resources of the EPA, ensuring the highest priority environmental management and pollution control programs are delivered.
- Manage and implement an emergency management system to maintain a preparedness to respond to marine and land pollution incidents in Tasmania. Perform the role of Chair of the State Marine Pollution Committee and, in the event of a serious incident, the role of State Oil Spill Commander.
- Provide informed and authoritative advice to the Minister, integrating the technical, policy and strategic aspects relevant to a broad range of environmental issues that have a strategic and/or critical impact on both corporate objectives and Government policy.
- Identify priority and emerging environmental management issues in the State and lead the development and implementation of strategies and policies required to address and meet community and Government expectations in relation to these issues.
- Provide strategic direction, leadership and high-level specialist expertise in the scoping, development, and delivery of Board aligned projects to achieve the Government's objectives.
- Ensure that Tasmania's interests are adequately represented and advocated in the development of National environmental policies and strategies, including by building effective partnerships with other jurisdictions.

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- Represent the EPA, and government, contributing to positive proactive relationships with community, industry stakeholders and cross-jurisdictional networks nationally.

## **Responsibility, decision making and direction**

The Chief Executive Officer operates with a high level of autonomy and is fully and directly accountable for strategic and business planning, work performed in the EPA, delivery of outcomes and effective management of the human, physical and financial resources. The position is responsible for actively participating in policy formulation and providing advice directly to relevant Ministers and Cabinet.

As Director, EPA has an obligation to act with autonomy and integrity in exercising the statutory functions and powers specified in the *Environmental Management and Pollution Control Act 1994* and under any other legislation. The role is responsible and accountable for making decisions independently in accordance with the requirements of legislation, including furthering the objectives of the Resource Management and Planning System.

As a member of the Board of the Environment Protection Authority, the Director EPA exercises the independent duties and functions under the *Environmental Management and Pollution Control Act 1994* and performs a number of functions under delegation from the Board, including assessing applications for major industrial and infrastructure developments in Tasmania.

As Chair of the State Marine Pollution Committee and Tasmanian Oil Spill Controller, the Director EPA undertakes the statutory duties and functions as specified in the *Marine-related Incidents (MARPOL Implementation) Act 2020*, including maintaining adequate preparedness for combating oil spills within the State and assuming the role and responsibilities of State Oil Spill Commander in the event of a major spill.

## **Accountability of role**

As a designated “Officer” under the *Work Health and Safety Act 2012 (Tas)*; the Chief Executive Officer is required to facilitate compliance with relevant Work Health and Safety (WHS) legislation, codes of practice, policies, procedures and guidelines issued under the Department’s Work, Health and Safety Management System.

The Chief Executive Officer will be responsible for approximately 120 FTEs and an annual budget of approximately \$20 million.

The Chief Executive Officer exercises significant financial and human resources delegations. Details of delegations to this office are provided to the occupant and must be exercised in accordance with any specified limitations.

As Director, EPA it is responsible as a member of the Board of the Environment Protection Authority under the *Environmental Management and Pollution Control Act 1994*, to effectively and efficiently perform the duties delegated to the position by the Board.

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## **Key relationships**

### ***Internal relationships***

The Chief Executive Officer has the key role of facilitating and promoting effective cooperation between the Board of the EPA and the EPA as a Statutory Authority.

### ***External Relationships***

The Chief Executive Officer forges collaborative relationships and partnerships with other State bodies engaged in environmental regulation, planning or policy development, and with private sector organisations, other State and Territory jurisdictions and external organisations. The role is responsible for highly sensitive negotiations with stakeholders both in Government and industry and represents the State in National policy forums and/or advises the Minister in those forums.

In particular, the Chief Executive Officer is responsible for building and maintaining strong working relationships with:

- Ministers and senior executive officers in State Government portfolios affected by the regulatory activities of the EPA.
- The equivalent officers in Environment Protection Authorities around the Nation and in relevant Australian Government Agencies.
- Companies that are regulated by the EPA under the *Environmental Management and Pollution Control Act 1994*.
- The relevant peak bodies for industries regulated by the EPA, such as mining and minerals (including stone and gravel extraction), marine farming, civil contractors, food processing, waste management and energy generators.
- Local Government, both through the Local Government Association of Tasmania and individual Councils, as required and appropriate.

## **Performance Management & Development Framework**

The Chief Executive Officer works under an annual performance agreement with the Secretary of the Department of Premier and Cabinet and the Premier, in consultation with the relevant portfolio Minister.

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## **Knowledge, skills and experience (Selection Criteria)**

### **(in relation to the Major Duties)**

In the context of the selection criteria, it is the expectation that the occupant will meet the broad leadership capabilities as outlined in the Senior Executive Leadership Capability Framework.

#### **1. Shapes Strategic Thinking**

You inspire a sense of purpose and direction, and contribute, shape and champion the Department's vision and goals. You understand the political, social and organisational environment and have proven skills to drive team performance, achieve outcomes and align strategies to government and corporate objectives.

#### **2. Achieves Results**

You lead, develop and deliver best practice and fit-for-purpose programs, projects, policies and strategies, and are able to build organisational capability and responsiveness by understanding emerging issues and being adaptable to change. You harness professional expertise to share and generate ideas to ensure delivery of expected outputs and desired outcomes.

#### **3. Cultivates Productive Working Relationships**

You proactively develop internal and external relationships based on mutual trust and respect and seek opportunities to collaborate and work in partnership with colleagues. You value diversity and have an ability to guide, mentor and develop others.

#### **4. Exemplifies Personal Drive and Integrity**

You demonstrate professionalism, resilience and adaptability to implement policies and programs and to deliver the government's agenda. You are action-orientated and demonstrate self-awareness and commitment to your own development.

#### **5. Communicates with Influence**

You can communicate clearly, listen, understand and adapt to varying audiences to ensure that views and information are effectively exchanged. You are able to negotiate persuasively to achieve required outcomes.

#### **6. Professional Expertise**

You will have senior management and leadership experience and significant high-level knowledge of, and expertise in contemporary environmental management issues at state, federal and international levels, and a knowledge of emergency response systems and procedures, preferably as they relate to marine pollution.

## **Position Requirements**

### **Desirable qualifications and requirements**

Tertiary qualifications in a relevant discipline or an equivalent level of skills together with experience at a senior management level.

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## The EPA's role

The **Environment Protection Authority** is Tasmania's principal environmental regulator. The EPA administers the *Environmental Management and Pollution Control Act 1994* and is an integral part of Tasmania's Resource Management and Planning System.

The EPA's purpose is to regulate developments and activities that may impact on environmental quality and to promote best practice, sustainable environmental management. Its goals are clean air, clean water, clean land, acceptable noise levels and sustainable use of resources.

The EPA comprises a Board and Director, supported by staff. Both the Board and the Director exercise powers at arm's length from State Government and have independent statutory powers under the Act.

Under Tasmania's emergency management arrangements, the EPA is the management authority (lead agency) for various aspects of emergencies including marine pollution spills. Emergency prevention, preparedness and response activities are core business of this agency and potentially may involve all staff in some way.

The EPA website at [epa.tas.gov.au](http://epa.tas.gov.au) provides more information.

## Working Environment

We have an inclusive culture of equity and belonging where the full participation and the unique qualities of each person are respected and valued. We support people to be themselves so they can bring their full self to the workplace. We understand the benefits that diverse backgrounds, skills and contributions our people bring.

We seek to provide an environment that promotes safe work practices, supporting physical and psychological safety and are focused on continually improving our WHS and wellbeing performance. We all take responsibility to keep ourselves and each other safe.

We do not tolerate discrimination, harassment or bullying in the workplace and have zero tolerance towards violence, including child abuse and harm, and any form of family violence and/or gender-based violence. We will take an active role to support employees and their families by providing a workplace environment that promotes their safety and provides the flexibility to support employees to live free from violence.

We are committed to building a positive and proactive child safe culture to support child safety and wellbeing and prevent harm to children and young people.

The expected behaviours and performance of the EPA's employees and managers are enshrined in the *State Service Act 2000* through the State Service Principles and Code of Conduct. These are available at [www.dpac.tas.gov.au/divisions/ssmo](http://www.dpac.tas.gov.au/divisions/ssmo).