

# Role Description

## (Supervisor/Team Leader)



**Our purpose** – Helping South Australians Conserve, Sustain and Prosper.

**Role Title:** Team Leader Assessments and Compliance

**Division:** Biodiversity and Nature Economy

**Classification Level:** ASO7

**Branch/Unit:** Native Vegetation and Pastoral Management / Native Vegetation

**CHRIS Position Number:** P39590

**Reports to (Title):** Manager Native Vegetation

**About the Agency** – [Department for Environment and Water](#)

### About the Role

The role leads the coordination, management and assessment of applications pursuant to the *Native Vegetation Act 1991* (the Act) to clear native vegetation through the utilisation of delegations or preparation of reports to the Native Vegetation Assessment Panel or Native Vegetation Council to make informed and effective clearance decisions.

The role oversees the native vegetation compliance program which addresses non-compliance with the Act identified through reports or the spatial detection program and taking appropriate action from education to investigation and prosecution.

The Team Leader leads a team of assessment and compliance staff, building capability and capacity in assessment and compliance responsibilities and supporting the development of effective relationships with stakeholders. The role provides leadership, drives innovation and continuous improvement, and manages risk to effectively administer the Native Vegetation Unit's obligations.

The role provides strategic advice to the Manager Native Vegetation and acts with a high level of integrity, discretion, and diplomacy.

The Team Leader is a key member of the Native Vegetation leadership team.

### Key Role Outcomes

- Lead a team responsible for assessing clearance applications and manage complex and major project clearance applications to ensure the requirements of the *Native Vegetation Act 1991* are met.
- Provide expert advice to support the Native Vegetation Council and the Native Vegetation Assessment Panel in the evaluation of native vegetation clearance applications under the Act and regulations.
- Establish and maintain networks and partnerships with key stakeholders to ensure maximum benefit is gained from policies and resources that support the administration of the Act and regulations.
- Assisting with the ongoing evaluation and review of native vegetation policies, guidelines and procedures and ensure the continuous improvement of the administration of the Act and the *Native Vegetation Regulations 2017*.
- Identify training needs of stakeholders including Accredited Consultants and develop strategies to ensure consistent advice and messages regarding Native Vegetation objectives.

- Ensure integrity is maintained by DEW in its management of reports of unauthorised native vegetation clearances, state-wide, through ongoing oversight and coordination of all reports, from initial report to closure or prosecution, and managing the compliance change detection program.
- Effective supervision of staff is achieved by overseeing work allocation, time and attendance and leave management.
- Lead business improvement and drives an innovation culture within the team.
- Timely and constructive feedback is provided to direct reports to contribute to their effective performance and motivation and plan for their continued professional and technical development.

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## Essential Criteria (including qualifications)

**[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]**

- Experience in applying regulation and legislation in a complex regulatory environment.
- Proven ability to appropriately evaluate and interpret information to reach conclusions that contribute to effective problem resolution.
- Demonstrated ability to convey very complex and/or sensitive information accurately whilst also being attentive to the political/social environment.
- Demonstrated knowledge and understanding of legislation and regulations governing Native Vegetation.
- Proven ability to rapidly develop networks and relationships with key stakeholders.
- Experience in the provision of high level strategic and technical advice and in negotiating successful outcomes with a wide range of stakeholders within government and the community.
- Ability to adopt a new way of thinking and viewing issues that can change the business and/or the way in which work is done.
- Proven track record in effectively supervising a team, and the ability to foster a collaborative environment to achieve organisational goals.

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## Desirable Criteria

- An appropriate degree/qualification in ecology, biological science, environmental science, urban planning or equivalent is desirable.

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## Direct Reports

- Native Vegetation Officer, Assessments (PO2 X 8.0 FTE)
- Native Vegetation Officer, Compliance (PO2 x 2.0 FTE)
- Senior Compliance Officer (PO3 x 1.0 FTE)
- Administration and Project Officer (ASO4 x 1.0 FTE)

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## Key Relationships/Interactions

- Works collaboratively with managers and staff from other DEW divisions, including the Investigations and Compliance Unit and Biodiversity Science, Coasts and Information Branch.
- Works collaboratively with the Native Vegetation Council and its committees.
- Liaises with a variety of external organisations, including the Department for Housing and Urban Development, Department for Energy and Mining, Department for Infrastructure and Transport, SA Water, Councils, and the Department of Climate Change, Energy, the Environment and Water.

- Liaises with Landscape Boards, accredited consultants, non-government agencies, community groups, developers, environmental consultants and the NRM community.

## Special Conditions

- May be required to participate in responses to state emergencies or associated duties.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions.
- Prior to being employed, the successful applicant will be required to obtain a National Police Check.
- A current class “C” driver’s licence is essential.
- A current First Aid Certificate is essential.
- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.

Core Competencies	Elements	Behavioural Indicators
<b>Shapes Strategic Thinking and changes</b>	<ul style="list-style-type: none"> <li>• Thinking and Acting Strategically</li> <li>• Leading and Influencing Change</li> </ul>	<ul style="list-style-type: none"> <li>• Creates operational plans that contribute to strategic goals and outcomes.</li> <li>• Manages up and down to successfully introduce new policy directions and/or business system improvements.</li> </ul>
<b>Achieves Results</b>	<ul style="list-style-type: none"> <li>• Delivering Effective Outcomes</li> <li>• Making Decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Deals assertively in overcoming barriers to action.</li> <li>• Evaluates impact and consequences of taking a particular course of action, taking into account stakeholder concerns as well the impact across the Agency.</li> <li>• Confidently makes decisions in ambiguous situations when time is critical.</li> <li>• Ensures decisions taken abide by legislation, regulations and policies.</li> </ul>
<b>Drives Business Excellence</b>	<ul style="list-style-type: none"> <li>• Facilitating Quality and Continuous Improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Recognises problems as opportunities for improvement and facilitates discussion and/or development of processes to address these.</li> </ul>
<b>Forges Relationships and Engages Others</b>	<ul style="list-style-type: none"> <li>• Influencing and Negotiating</li> <li>• Establishing and Maintaining Networks</li> </ul>	<ul style="list-style-type: none"> <li>• Listens to the views of stakeholders and tailors advice or recommendations to gain greater engagement and achieve positive outcomes.</li> <li>• Builds collaborative relationships based on an understanding of stakeholder priorities/ objectives.</li> </ul>
<b>Exemplifies Personal Drive and Professionalism</b>	<ul style="list-style-type: none"> <li>• Displaying Flexibility and Resilience</li> </ul>	<ul style="list-style-type: none"> <li>• Engages positively with ambiguous situations and demonstrates flexibility in thinking.</li> </ul>

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## Work Health and Safety

### Lead workplace safety procedures and programs

- Proactively ensures all direct reports understand workplace health and safety requirements and responsibilities.
- Leads and participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Implements procedures for dealing with incidents and emergency events.
- Maintains appropriate workplace safety records.
- Implements procedures for managing injured workers.

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## Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- As an individual it is your responsibility to actively participate in the Department's Performance Review and Development Program. As a manager you are required to action the Performance Review and Development Program inclusive of 6 monthly reviews, for all employees for whom you are responsible.
- Recruit appropriately qualified and experienced staff to the unit/team.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people always adhering to the Child Safe Environment Policy and Procedure & Guideline.

Date Delegate approved original classification:	1/9/2021	Original Class method:	Full
Updated:	RD Update only	Date this version approved by delegate:	10/4/2026