

# Role Description

(Non-Manager)



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

**Role Title:** Assessment & Compliance Officer

**Division:** Water & River Murray

**Classification Level:** ASO4

**Branch/Unit:** Water Licensing

**CHRIS Position Number:** Various

**Reports to (Title):** Team Leader

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

## About the Role

The Assessment and Compliance Officer is responsible for contributing to the administration and implementation of the *Landscape South Australia Act 2019*, water affecting activities control policies and the provision of advice on established water resource allocation policies.

## Key Role Outcomes

- Licence conditions, allocations, Water Allocation Plans and legislative provisions are compliant.
- Administration of water licences, permits and authorisations are supported through field investigations, reports and recommendations.
- Land and water use surveys and data collection programs related to water use are conducted.
- Internal and external stakeholders receive technical advice relating to water licensing and compliance related matters.
- Contribute to the development or modification of water resources management policies.
- Spatial information data bases on water and land uses are managed.

## Essential Criteria (including qualifications)

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

- Evaluates information to effectively ascertain a practical solution that is aligned with organisational/customer needs.
- Understands the issue or problem that needs to be addressed.
- Demonstrates a current understanding of natural resources processes and environmental management practices.
- Experience with data collection programs related to water and land use.
- Shows an understanding of legislation and working within a regulatory framework.
- Demonstrates skills in the use of a spatial database.

## Key Relationships/Interactions

- Regional Water Group staff
- Investigation & Compliance officers in carrying out compliance related programs

- Science, Monitoring and Information Division of DEW.
- Members of the public

## 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.
- A current class “C” driver’s licence and willingness and ability to safely operate a 4wd is essential.
- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.
- Prior to being employed, the successful candidate will be required to provide a valid Nationally Coordinated Criminal History Check (NCCHC), which is required to be renewed every three years. DEW will cover the cost of renewal.

Core Competencies	Elements	Behavioural Indicators
<b>Shapes Strategic Thinking and changes</b>	<ul style="list-style-type: none"> <li>• Motivating Others</li> <li>• Thinking and Acting Strategically</li> <li>• Leading and Influencing Change</li> </ul>	<ul style="list-style-type: none"> <li>• Considers each person as an individual when deciding how to work with them rather than being prescriptive in their approach.</li> <li>• Can identify and articulate potential issues and implications.</li> <li>• Is comfortable in integrating changes within own area of responsibility.</li> </ul>
<b>Achieves Results</b>	<ul style="list-style-type: none"> <li>• Assuming accountability</li> <li>• Making decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Establishes own credibility by demonstrating personal competence and technical expertise.</li> <li>• Ensures decisions taken abide by relevant legislation, regulations and policies.</li> </ul>
<b>Drives Business Excellence</b>	<ul style="list-style-type: none"> <li>• Promoting Customer Service</li> </ul>	<ul style="list-style-type: none"> <li>• Takes considerable effort to understand and respond to the requirements of diverse customers.</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> <li>• Communicating and Managing Conflict</li> </ul>	<ul style="list-style-type: none"> <li>• Listens to others and acknowledges their views.</li> <li>• Builds trust in relationships through maintaining confidentiality and ‘following through’.</li> <li>• Recognises and deals with conflict well before it advances to a formal level.</li> </ul>
<b>Exemplifies Personal Drive and Professionalism</b>	<ul style="list-style-type: none"> <li>• Modelling public sector values</li> <li>• Displaying flexibility and resilience</li> <li>• Integrating Diversity in the Workplace</li> <li>• Demonstrating Commitment to Learning and Development</li> </ul>	<ul style="list-style-type: none"> <li>• Is discrete and maintains confidentiality.</li> <li>• Presents a positive and composed manner even in stressful situations.</li> <li>• Relates well to a diverse range of people by being non-judgemental and unbiased in their dealings with others.</li> </ul>

		<ul style="list-style-type: none"> <li>Keeps abreast of relevant developments within their own field of expertise.</li> </ul>
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## Work Health and Safety

### Contribute to workplace safety

- Accepts responsibility for own and others safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

## 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](#).
- Actively participate in the Department's Performance Review and Development Program.
- 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:	01/12/2021	Original Class method:	Comparison
Updated:	RD Update only	Date this version approved by delegate:	10/12/2025