

Exploration Assessment Officer

OUR CULTURE

The **Department for Energy and Mining (DEM)** is committed to being the Most Transformative Energy and Mining Government Department in the World. To achieve this, we have developed four key enablers to high performing behaviour. These enablers underpin everything we do.

- Our culture is diverse, professional, accountable, respectful and committed to safety. We work collaboratively so we all succeed.
- We are committed to demonstrating personal and professional leadership and value being recognised as leaders in our field.
- We deliver the best outcomes for South Australians.
- We listen and engage meaningfully so that our decisions and actions build a successful and sustainable future for all South Australians

We are a White Ribbon Accredited workplace that promotes gender equality and a zero tolerance of violence in the workplace.

DEPARTMENT CONTEXT

DEM leads the global transformation economy, overseeing the responsible mining and production of the minerals, metals and fuels of the future, to safely and sustainably generate the energy and low carbon products of the future.

Our low-cost power, leading regulation system and culture of innovation is leading to the decarbonisation of industry, new modern manufacturing opportunities, increased employment and greater prosperity and security for the people of South Australia.

We particularly acknowledge the essential role that traditional Aboriginal people play in the energy and mining sector as land managers, heritage custodians, business owners and community leaders.

Underpinning DEM's mission, the **Regulation and Compliance Division's (RCD)** cutting-edge regulatory practices with a streamlined "one window to government" approach, is earning national and global recognition as the standard for effective investment frameworks and regulation.

ROLE TITLE	Exploration Assessment Officer		
CLASSIFICATION	PO2	POSITION NUMBER	P11266 and P11268
DIVISION	Regulation and Compliance		
BRANCH	Minerals Regulation		
TEAM	Exploration Regulation		
DESIGNATED POSITION¹	Yes		

ROLE PURPOSE

The **Exploration Assessment Officer** is responsible for undertaking and coordinating exploration assessments in accordance with legislative requirements and associated processes. The role supports the delivery and continuous improvement of efficient, effective and contemporary regulatory services for the mineral resources sector in South Australia.

The Exploration Assessment Officer will:

- Undertake and coordinate the assessment of exploration applications and programs related to the mineral resources sector and any other areas deemed relevant.
- Undertake and coordinate assessments through the legislated process, engaging industry, Government technical experts and community as required.
- Provide environmental and exploration assessment advice and support to the broader Regulation and Compliance Division, contributing to policy, guidelines and other supporting regulatory documents where required.

The incumbent works under general supervision within a clearly articulated process and needs to demonstrate initiative in managing allocated work and assessment activities. To be successful in this position, the incumbent must be able to work independently, be an effective communicator, have a sound understanding of government processes and demonstrate analytical thinking and sound judgement.

REPORTING / WORKING RELATIONSHIP

- Reports to: Team Leader, Exploration Regulation
- Direct reports: Nil
- Works with:
 - Other branches of the Regulation and Compliance Division.
 - Other Divisions within DEM.
 - Staff in other government departments, both State and Commonwealth.
 - Regulated entities and community stakeholders.

¹ See Specific Requirements for applicable screening check requirements

KEY OUTCOMES

- Undertake and coordinate the assessment of applications and programs, including some of a complex nature to ensure a robust assessment and formation of recommendations to support the decision maker in accordance with government policies, standards and legislation.
- Ensure that the assessment process is managed to completion, including direct communication with stakeholders, the proponent and other government agencies.
- Environmental and social impact assessments associated with relevant proposals are assessed to ensure legislative requirements have been met to enable a decision.
- Contribute to the conduct of compliance monitoring activities to ensure compliance with the *Mining Act 1971* or any other Act under the jurisdiction of the Mineral Resources Division.
- Provide technical advice, relevant to the incumbent's professional qualifications for individual cases as required.
- Provide advice and assistance to applicants, tenement holders, consultants and co-regulators/referral agencies on assessment processes under the *Mining Act 1971* and related legislation.
- Provide impact assessment advice and support as required to DEM staff.
- Support the assessment of mining related proposals and other legislated assessment processes administered by DEM.
- Contribute to development and ongoing continuous improvement of policies, procedures and guidelines relevant to the role.
- Contribute to the continuous improvement of internal systems and processes to enhance efficiency and promote stakeholder (industry, government and community) confidence.
- Proactively contribute to establishing an inclusive, collaborative and positive team culture.

SELECTION CRITERIA

Experience

- Experience working with and applying legislation.
- Experience in planning and managing projects.

Knowledge

- Knowledge of the content and preparation of environmental impact assessments related to the mineral resources sector.
- Knowledge of the content and preparation of impact assessments more broadly.
- Understanding of South Australian mining legislation, relevant environmental legislation, regulatory policies and processes.
- Knowledge of the mineral resources industry, the major issues, trends and developments in the industry and the implications for the future direction.

- Understanding of community engagement and conflict resolution principles.

Personal Skills

- Demonstrated ability to systematically monitor and strive for quality through continuous review and improvement of systems and work practices.
- Demonstrated ability to work collaboratively with a wide range of people, building productive working relationship with peers, other work colleagues and stakeholders.
- Communicates effectively with a wide range of people, adapting style to match the audience and the situation; communicates ideas clearly, coherently, fluently and articulately, both verbally and in writing.

ESSENTIAL QUALIFICATIONS

- Degree in Science, Environmental Management or Engineering related to the resources industry.

SPECIFIC REQUIREMENTS

- DEM encourages flexible working arrangements such as working from home, part time work, job share, compressed weeks and purchased leave. Arrangements are negotiated with the appropriate manager
- The incumbent will embrace diversity in all its forms and demonstrate inclusive behaviours in the workplace
- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role
- The incumbent is expected to uphold the ethical behaviour and professional integrity standards as contained in the *Public Sector Act 2009*, as well as comply with any other relevant legislated requirements.
- This position is classified as a designated position and as such, appointment to this role will be subject to a satisfactory National Police Clearance screening check.
- Some out of hours work and inter/intrastate travel may be required
- The incumbent will be required to hold and maintain a valid Class C driver's licence