

Licensing and Compliance 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.

The **Regulation and Compliance** division deliver effective regulation to support the safe, responsible and sustainable development of South Australia's energy and mineral resources and infrastructure networks. It manages tenure, oversees activities across the project lifecycle, and regulates technical and safety standards - protecting the community and environment.

The **Resource Tenure** branch oversees the legal rights for the exploration, development and extraction of resources by granting, managing and maintaining licences and leases. This function ensures security of tenure, supporting investment in developing South Australia's energy and mineral resources.

ROLE TITLE	Licensing and Compliance Officer		
CLASSIFICATION	ASO4	POSITION NUMBER	P12660
DIVISION	Regulation and Compliance		
BRANCH	Resource Tenure		
TEAM	Energy Resources Licensing		
DESIGNATED POSITION ¹	No		

ROLE PURPOSE

The **Licensing and Compliance Officer** is responsible for delivering a range of efficient administrative support for the licensing of energy resources in South Australia under primary pieces of legislation, including the *Hydrogen and renewable Energy Act 2023* and the *Energy Resources Act 2000*.

REPORTING / WORKING RELATIONSHIP

- Reports to: General Manager, Energy Resources Licensing
- Direct reports: Nil
- Works closely with: Manager, Energy Resources Licensing
- Liaises with Regulatory and technical staff across the Regulation and Compliance Division, various State and Commonwealth agencies, liaises with members of the general public, executives from industry and private and Government solicitors.

KEY OUTCOMES

- Legal services and processes are administered to ensure effective and quality administration of energy resource licences in accordance with legislation.
- Efficient and timely assessment, recommendation and registration of energy resource licences under relevant legislation including the *Energy Resources Act 2000* and the *Hydrogen and Renewable Energy Act 2023* and associated regulations.
- Preparation of accurate and complex documentation, such as maps, legal boundaries and licence instruments, relating to the grant and administration of all licences.
- Support for the implementation and review of legislation, regulations, guidelines and policies on energy resources licensing and related matters.
- Review and participation in the continual improvement of internal and external resources, systems and processes for managing energy resource licences.
- Interpretation and application of legislation which provides the regulator licensing framework for energy resource industries, and which primarily include:

¹ See Specific Requirements for applicable screening check requirements

- Provide sound advice and responsive assistance to the general public, industry and government on a range of energy resource licensing and compliance requirements in South Australia.
- Regulatory information and data is accurately maintained in departmental information management systems to support audit, security and reporting activities required by the branch.

SELECTION CRITERIA

- Has an understanding of or previous exposure to energy resources industries such as petroleum, geothermal, gas storage, natural hydrogen and the renewable energy sector (including hydrogen generation).
- Experience in analysing, interpreting and application of legislation, regulation, policies and guidelines.
- Attention to detail, timeliness, accuracy, reliability and compliance with the performance standards
- Proven customer focus and ability to give clear and consistent information, advice and services and maintain the good reputation of the Department
- Communicates effectively with a wide range of people and expresses ideas clearly and coherently, both verbally and in writing
- Investigates and logically evaluates a range of information, identifies key issues and draws sound conclusion and recommendations
- Manages own time efficiently, plans resource availability and use so that work is completed on time and in line with objectives
- Works collaboratively developing productive working relationships with peers, staff and stakeholders

DESIRABLE QUALIFICATIONS

An appropriate qualification or experience in a similar role is desirable.

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.
- Appointment may be subject to satisfactory screen check.