

Role Description

Environmental Audit Advisor



Role Description Fields	Details
Cluster	Premier and Cabinet
Department/Agency	Natural Resources Commission
Division/Branch/Unit	Program Office
Role number	TBA
Classification/Grade/Band	Natural Resources Commission Staff Agency Enterprise Agreement
Senior executive work level standards	Not Applicable
ANZSCO Code	139999
PCAT Code	3113192
Date of Approval	20 February 2024
Agency Website	www.nrc.nsw.gov.au

Agency overview

The Natural Resources Commission (the Commission) was established in 2004, by the *Natural Resources Commission Act 2003*, with a broad function of providing the Government with independent credible advice on managing natural resources in the social, economic and environmental interests of NSW. The Commission is an independent executive agency in the Premier's Portfolio and as an independent agency the Commission is not under Ministerial control but is responsible for providing independent audit, review and evaluation activities across several legislative responsibilities to a range of Ministers.

Primary purpose of the role

Provide independent advice by undertaking audits and evaluations into natural resource management (NRM) issues, engaging with stakeholders to develop high quality reports with recommendations based upon robust analysis. Under the Commission's legislative functions, audits include the implementation of water management plans under the *Water Management Act 2000*, certain functions described under the *Local Land Services Act 2013* and audits of other entities.

Note, the Commission undertakes a mix of performance and compliance audits, as specific to natural resource management issues. It does not undertake financial audits.

Key accountabilities

- Develop the scope and delivery methodology for NRM audits and evaluations, including design of relevant risk-based procedures, testing approaches and sampling decision frameworks.
- Undertake critical analysis, including stakeholder interviews and documentation review, to complete audits and evaluations across water, land management, natural resource management, conservation, biosecurity and primary industries programs and supporting strategies.
- Coordinate nominated projects and processes.
- Identify key issues and key information requirements relevant for completion of audits and evaluations.
- Provide well referenced audit trails to support findings and recommendations based on relevant, accurate and sufficient information, and in line with relevant Australian assurance standards.

- Write concise and clear documents (e.g. working papers, reports, briefings and other documents) and deliver presentations.
- Build and manage cooperative working relationships with agreed Commission stakeholders (e.g. WaterNSW, Natural Resources Access Regulator (NRAR), Department of Climate Change, Energy, the Environment and Water (DCCEEW), Local Land Services, other agencies where relevant)
- Build Commission's capacity and provide specialist audit support to the rest of the team.
- Collaborate with other members of the Commission team to ensure that our commitments are always met on time and both processes and outputs meet the Commission's high standards.

Key challenges

- Deliver high quality, objective, and robust work that withstands external scrutiny in contested areas whilst meeting timelines.
- Manage multiple evidence sources (legislative, policy, consultation sources) for both quantitative and qualitative analysis.
- Develop key relationships and ongoing knowledge so that the Commission has the information required to complete tasks to the standard required.
- Maintain current knowledge of audit standards, contemporary trends and changes impacting natural resource management in a dynamic environment.
- Work ethically and maintain independence in accordance with audit standards.

Key relationships

Internal

Who	Why
Commissioner	<ul style="list-style-type: none"> • Make final decisions about what advice the Commission provides to government.
Executive Director	<ul style="list-style-type: none"> • Set the vision and goals for the entire Commission team together with the Commissioner. • Review all advice and reports the Commission provides. • Is ultimately accountable for Commission team members performance; quality assurance; and determines overall priorities.
Director, Programs	<ul style="list-style-type: none"> • To escalate issues to, keep informed, advise, and receive guidance on project issues and priorities. • Where the Director is the development manager, work together to increase capability in defined development areas.
Senior Advisors, Advisors and Analysts	<ul style="list-style-type: none"> • Collaborate with to deliver projects, enhance learnings and project outcomes. • Where any Advisor is performing the role of a Project Manager - escalate issues, inform, advise and receive guidance on project issues and priorities to all members of the project team.
Principal Advisors	<ul style="list-style-type: none"> • Provide subject matter expertise and support.

External

Who	Why
Audit and other relevant institutes (e.g. IPAA)	<ul style="list-style-type: none"> • Maintain specialist knowledge/advice, leverage what is already known and builds support from other experts.

Who	Why
Local Land Services	<ul style="list-style-type: none"> • Subject to the Commission’s review and audit under Section 44 of the <i>Local Land Services Act 2013</i>. • Build professional working relationships across the state. • Encourage Local Land Service involvement and cooperation with the Commission’s review and audit.
Agencies/Organisations responsible for implementation of water management plans or organisations with knowledge of water management plan implementation.	<ul style="list-style-type: none"> • These organisations are the key auditees subject to Section 44 audits under the <i>Water Management Act 2000</i>. • Build professional working relationships across relevant agencies. • These relationships are key to obtaining relevant and timely information to inform audit findings and their causes, and provide feedback on practicality and likely uptake of recommendations. • These organisations include but are not limited to DCCEEW, Natural Resources Access Regulator, WaterNSW.
Other stakeholders	<ul style="list-style-type: none"> • May include other parties such as Local Water Utilities (councils) or Major Water Utilities integral to implementation of a particular water management plan. • May include other parties such as groups within the DCCEEW which hold key information to support evidence gathering and inform audit findings.

Role dimensions

Decision making

The Advisor role operates with some autonomy in respect to determining day to day work priorities in conjunction with the assigned project manager and or Director.

The Advisor in some instances has project management responsibilities.

Reporting line

This role reports to Director, Programs and works within project teams, with other project members such as Principal Advisors and other Advisors and Analysts.

Individual teams may be managed by different Directors.

Direct reports

No direct reports

Budget/Expenditure

There are no financial decision-making responsibilities for this role other than that listed in the Commission’s delegations.

Key knowledge and experience

- Knowledge of contemporary natural resource management and environmental issues.
- Appropriately demonstrated audit skills and experience.
- High attention to detail and accuracy
- Proven ability to learn in a fast-paced environment.
- Outstanding written and verbal communication skills.
- Ability to work both independently and as part of a high performing team.

- Competency using Excel spreadsheets to analyse data.

Essential requirements

- Demonstrated experience auditing under any Australian audit or assurance standards.
- Appropriately trained, accredited or seeking accreditation in audit.
- Tertiary qualifications or experience working in relevant science, engineering or natural resource management area (e.g. hydrology, agronomy, environmental management).

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

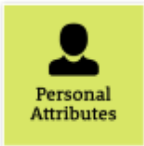

The capabilities are separated into focus capabilities and complementary capabilities.



Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities













Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> • Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations 	Adept
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making 	Adept

Capability group/sets	Capability name	Behavioural indicators	Level
		<ul style="list-style-type: none"> Write fluently in plain English and in a range of styles and formats Use contemporary communication channels to share information, engage and interact with diverse audiences 	
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> Encourage a culture that recognises the value of collaboration Build cooperation and overcome barriers to information sharing and communication across teams and units Share lessons learned across teams and units Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services 	Adept
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others Take account of the wider business context when considering options to resolve issues Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements Implement systems and processes that are underpinned by high-quality research and analysis Look for opportunities to design innovative solutions to meet user needs and service demands Evaluate the performance and effectiveness of services, policies and programs against clear criteria 	Advanced

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
	Project Management	Understand and apply effective planning, coordination and control methods	Adept <i>(to be assess only where this role is being performed)</i>