

Role Description

(Non-Manager)



Role Title: Water Licensing Officer

Division: Water and River Murray

Classification Level: ASO3

Branch/Unit: Water Licensing

CHRIS Position Number: Various

Reports to (Title): Team Leader

Our Organisation

The Department for Environment and Water (DEW) is committed to providing a highly supportive work environment that values the participation and contribution of every employee in shaping the future of the department. DEW is a high performing organisation that encourages excellence, improvement and growth at both an organisational and individual level. DEW has a flexible approach to doing business and is committed to ensuring our people have flexibility around the number of hours worked, scheduling of hours and location of work. Everything we do is underpinned by our core values and consequently we value and respect our people; we encourage active participation and leadership; we continuously seek to be better and we achieve results.

Purpose

The Water and River Murray Division is responsible for leading the achievement of the South Australian Government's priorities in relation to the use, management and conservation of the State's water resources. The Division delivers this through developing and implementing water related policies, strategies and programs; managing the State's water licensing and permitting system; leading the operation of the River Murray in South Australia; and undertaking water science and monitoring to sustainably manage the State's water resources; overseeing the construction of major water related infrastructure projects; supporting the South Eastern Water Conservation and Drainage Board and the Stormwater Management Authority. The Division has the added specific responsibility for driving the delivery of the Murray-Darling Basin Plan.

About the Branch/Business Unit

The Water Licensing Branch provides effective management of water licensing in South Australia to preserve the sustainability of the states' water resources. These mechanisms are fundamental to the equitable distribution of water through the agricultural industry and underpins the rural sectors contribution to the economy.

The Branch is responsible for water licensing administration and compliance associated with the regions prescribed ground water and surface water resources and for state wide well construction permitting functions.

About the Role

The Water Licensing Officer is responsible for the effective administration of the licensing and permit provisions of relevant legislation, regulations, plans, policies and procedures. The Water Licensing Officer is responsible for processing, making determinations and providing recommendations regarding the eligibility of applications, the provision of timely and accurate information and advice to departmental customers and ensuring the objectives of the units work and business plans are achieved. The position also provides information and advice on the administration of the *Landscape South Australia Act 2019*, regulations and associated water management plans or policies to internal and external customers.

Key Role Outcomes

- Licensing provisions of the *Landscape South Australia Act 2019* are administered effectively.
- Applications for water licences, transfers, authorisations and permits are processed, and determinations and recommendations of the appropriate course of action provided.
- Provides information and advice on the administration of the *Landscape South Australia Act 2019*, regulations and associated management plans, is provided to internal and external customers.
- Water Licensing records are maintained within set standards.
- Contributes to the achievement of team and organisational objectives.

Key Relationships

- Reports to the Team Leader
- Liaises with a variety of internal and external stakeholders
- Maintains close working relationships with other officers of the Group

Special Conditions

- May be required to participate in fire management and associated duties
- May be required to travel intra and interstate, which may include overnight absences
- This role has been designated as a Position of Trust pursuant to the standards required in the Australian Government Protective Security Policy Framework. By applying for this role you consent to being screened under the process of obtaining a National Police Clearance (NPC), and to the Department requiring you to obtain a National Police Clearance (NPC).

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none">• Thinking and Acting Strategically• Leading and Influencing Change	<ul style="list-style-type: none">• Raises potential options for consideration arising from research analysis.• Can identify and articulate potential issues and implications.• Communicates change positively and with commitment.
Achieves Results	<ul style="list-style-type: none">• Assuming Accountability• Making Decisions	<ul style="list-style-type: none">• Establishes own credibility by demonstrating personal competence, and technical expertise.• Willingly accepts responsibility for own work.• Knows when to seek further information, clarify issues or involve others in the decision making process.• Ensures decisions taken abide by relevant legislations, regulations and policies.
Drives Business Excellence	<ul style="list-style-type: none">• Optimising Performance• Promoting Customer Service	<ul style="list-style-type: none">• Works collaboratively with team members to achieve team and individual goals.• Takes considerable effort to understand and respond to the requirements of diverse customers.
Forges Relationships and Engages Others	<ul style="list-style-type: none">• Establishing and Maintaining Networks• Communicating and Managing Conflict	<ul style="list-style-type: none">• Works well with others and is effective in collaborating with colleagues across the Agency.• Builds trust in relationships through maintaining confidentiality and 'following through'.• Presents information clearly in writing and verbally, in a way that is suited to staff at all levels.
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none">• Displaying Flexibility and Resilience	<ul style="list-style-type: none">• Is flexible in handling changing priorities.• Presents a positive and composed manner even in stressful situations.

Technical, Professional/Knowledge and Experience (including qualifications)

Planning and Organising Work

- Prioritises workload and allocates time appropriately.

Writing Skills

- Is able to accurately, clearly and concisely compose documents such as letters, memos and records minutes.

Professional Experience

- High-level experience in customer service with the ability to investigate, analyse information, maintain confidentiality and make recommendations.
- Experience in interpreting and applying legislation, policy, guidelines and procedures.
- Experience in word processing and database management.

Work Health and Safety

Follow workplace safety procedures:

- Accepts responsibility for own and other's safety.
- Identifies and reports hazards and incidents.
- Understands and applies safe work practices.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to EEO, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the Public Sector Act 2009.
- Actively participate in the Department's Performance Development and Review Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

DEW Branch:	Water Licensing	Date classified:	29/11/2018
DEW Division:	Water and River Murray	Classified:	Yes, updated 28/02/2025