# AELERT Executive Officer

**Classification** EL1

**Division** Compliance & Enforcement

**Branch** Environment Compliance

**Location** Negotiable – any location in Australia or New Zealand

**Employment Status** Temporary contract (hosted by NSW EPA)

**Hours** Full Time – 35 hours per week

**Agency overview**

Australasian Environmental Law Enforcement and Regulators NeTwork (AELERT) is hosted by Department of Climate Change, Energy, Environment and Water (DCCEEW). AELERT is a well-established, respected and internationally recognised professional network for environmental regulators across Australasia. AELERT has 230 member agencies across Australia, New Zealand and Internationally. AELERT is mainly funded by members who regulate at local, state and federal jurisdictions. These member agencies provide AELERT with over 3000 individual practitioners who use AELERT services and products to regulate environmental and non-environmental laws. AELERT is 20 years in operation and in 2023 has issued its strategic plan that will enhance it’s network and its core purpose to foster world class regulatory practice. [2023-25 Strategic Plan | AELERT](https://www.aelert.net/articles/2023/04/04/2023_25_strategic_plan)

AELERT’s key objectives are:

* **Collaborate** to solve common regulatory problems
* **Grow** by cultivating our members collective capabilities
* **Innovate** to address emerging regulatory challenges

AELERT’s strategic priorities are to

* **Partner** building working relationships with international partners.
* **Member** maximising the value for member and member agencies.
* **Products** providing access to leading regulatory approaches, tools, network groups, capability programs and events.

**Primary purpose of the role**

The AELERT Executive Officer Provides high level executive support to AELERT to ensure it fulfils its strategic objectives and manages the day-to-day Secretariat delivery. The Executive Officer is a key part of the Leadership Team which leads and delivers AELERT business by implementing AELERT’s Strategic Plan and key underpinning activities in pursuit of AELERT’s purpose and objectives.

**Key accountabilities**

* Deliver high quality secretariat services to the AELERT National Council that are consistent with departmental requirements and reflect best practice.
* Provide efficient and effective executive support to the AELERT CEO.
* Prepare high level briefings, reports and position papers that addresses AELERT strategic risk mitigations to inform decision-making by the AELERT CEO, National Council and Chair.
* Prepare high level briefings and reports on AELERT delivering on its 2023-25 Strategic Plan.
* Build working relationships with executive offices within key member agencies.
* Support the CEO to implement AELERT’s 2023-25 Strategic Plan.
* Lead operational improvements to AELERT products and services that maximise the value for AELERT member agencies and regulatory practitioners.
* Deliver high quality customer services to AELERT member agencies, affiliates, individuals and jurisdictional representatives, and potential new member agencies.
* Provide operational and strategic support to AELERT network groups and deliver high quality customer services to its Cluster Working Group and Community of Practice members, who are geographically dispersed.

\**The role will require engagement with members across Australia, New Zealand and Internationally and may require some travel.*

**Skills and Capabilities**

* Strong **commitment to customer service**, managing a diverse and dispersed member base.
* Strong **problem-solving skills**, including sound judgement to make recommendations on solutions and their implementation.
* Demonstrated **ability and experience to manage projects** and deliver project success.
* Strong **communication and negotiation skills** with ability to understand and tailor both written and verbal communications to the audience.
* Strong ability to **self-manage** and work with a high level of autonomy and determine day-to-day work priorities within the parameters of an agreed work plan.
* Strong **organisational skills** with ability to manage timelines, respond flexibly to changing priorities, manage projects, prioritise work under pressure and deliver outcomes.
* Previous **experience in procurement and managing contracts** and a comprehensive knowledge of Australian Public Service administrative requirements.
* Demonstrated ability to **build, energise and enable collaborative working relationships** within a team and a network.
* Experience in **managing reform and change**, managing business products and service improvements and **promoting business products and benefits** to customers would be an advantage.
* Experience in **a regulatory** **organisation** would be an advantage.

A detailed list of core capabilities relevant to the EL1 level can be found at [DAWE Core Capability Framework](https://ausgovenvironment.sharepoint.com/%3Aw%3A/r/sites/MyHR/_layouts/15/Doc.aspx?sourcedoc=%7B428C1E07-854B-4DD3-9079-BE1BD0223D2A%7D&file=Core%20Capability%20Framework.docx&action=default&mobileredirect=true&wdLOR=c51AC305C-13B3-4096-92FF-B3CEF295CE2E&cid=05dffc46-393a-425b-a879-786a60dad251).

**Key challenges**

* **Managing diverse and disperse customer membership base** with varying levels of engagement with different and changing service needs.
* **Representing AELERT**, leading positive proactive interactions with member agencies and individual members to enhance cross-jurisdictional networks.
* **Driving excellence and quality in regulatory practice** and advice to embed a culture and practice of continuous improvement.
* **Enabling high level and strategic decision making** in the National Council, including on strategic priorities and operational program for the network, reform priorities, and continuous improvement.
* **Engagement with members** at affiliate, Local, State, Territory and Commonwealth government agencies to influence and evolve AELERT’s products and services to its members and member agencies.
* **Report on benefits realised** by affiliate, Local, State, Territory and Commonwealth government agency members to ensure the enduring viability of the network.
* **Developing high quality business plans** ensuring their alignment with short-term and long-term strategic objectives, priorities and deliverables / activities.

**Key relationships**

| Who |  Why |
| --- | --- |
| **Internal** |  |
| AELERT Chair | * Receive broad guidance and support, provide advice, recommendations and exchange information.
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| AELERT Chief Executive Officer | * Receive guidance and support, provide advice, recommendations and exchange information.
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| **External** |  |
| AELERT international partners | * Building working relationships, sharing information, network tools and approaches.
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| AELERT Working Groups and Communities of Practice | * Provide strategic and operational advice
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| AELERT members | * Foster and maintain cooperative and productive working relationships with executive officers in key member agencies to develop an understanding of members’ service needs and priorities to inform AELERT services and product growth
* Coordinate and support members’ activities
* Promote AELERT’s role and activities to members and the wider environmental regulatory community
* Report on benefits realised by members and member agencies.
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| Stakeholders | * Maintain cooperative and productive working relationships with key contacts.
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**Contact**

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