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| **Cluster** | Planning, Industry and Environment |
| **Agency** | Biodiversity Conservation Trust |
| **Division/Branch/Unit** | Programs Branch/ Private Land Conservation team |
| **Role number** | Generic |
| **Classification/Grade/Band** | Environment Officer Class 9 |
| **Senior executive work level standards** | Not Applicable |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 2119192 |
| **Date of Approval** | February 2021 |
| **Agency Website** | www.bct.nsw.gov.au |

Agency overview

The Biodiversity Conservation Trust (BCT) is established under Part 10 of the Biodiversity Conservation Act 2016. The BCT’s roles are to support and encourage landholders to enter agreements to conserve and protect biodiversity on private land, guided by the government’s Biodiversity Conservation Investment Strategy; secure biodiversity offsets when developers choose to pay into the Biodiversity Conservation Fund; and other activities that promote greater awareness of, appreciation and understanding of, biodiversity and the importance of conserving it.

Primary purpose of the role

The Senior Project Officer (PLC) supports the development, delivery and evaluation of BCT’s private land conservation management program including provision of operational policy advice, policy and program development, and independently manages complex projects. The role also undertakes analysis and provides technical advice on cost-effectiveness of BCT investment in delivering landscape-scale biodiversity outcomes for NSW.

Key accountabilities

* Undertake research to inform private land conservation policy and program design and, develop projects to deliver landscape-scale outcomes consistent with the NSW Biodiversity Conservation Investment Strategy.
* Support and deliver multidisciplinary projects including; collaboration and participation with geographically dispersed project teams; project planning; project review and reporting; provision of technical advice and problem solving.
* Support and manage delivery of conservation tenders, including lead the design of conservation tenders in partnership with regional staff, and provision of technical advice to internal stakeholders.
* Undertake cost-effectiveness analysis and provide technical advice regarding BCT investment across private land conservation programs and delivery mechanisms.
* Research and provide technical advice on best practice in delivery of competitive private land conservation programs that involve incentives/payments for environmental services/grants.
* Evaluate and report on BCT private land conservation (PLC) programs and projects including preparation of Executive papers, Evaluation Panel reports and Board reports.
* Represent the organisation in a range of forums, communicating effectively and provide technical advice about BCT private land conservation programs.
* Provide technical advice about probity and confidentiality requirements to internal stakeholders to ensure that program probity and governance standards are met.

Key challenges

* Managing periods of high workload effectively within an outcomes-focused workplace culture.
* Effective collaboration and consultation with multi-disciplinary teams, often within short timeframes, to enable consensus and develop policy positions and/or inform program design and delivery.
* Regular problem solving and requirement to recommend innovative solutions.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager/Supervisor | * Receive guidance and support, provide advice and exchange information.
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| Work team/Staff | * Work collaboratively to contribute to achieving business outcomes.
* Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing.
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| Client/customer | * Address queries and/or redirect to relevant party for review and resolution.
* Consult and liaise to obtain feedback regarding policy issues and directions.
* Communicate policy and program proposals.
* Provide advice on complex operational policy and program design issues.
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| **External** |  |
| Stakeholders | * Establish and maintain relationships to promote and encourage consultation and participation in the program design process
* Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives.
* Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing.
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# Role dimensions

## Decision making

The role operates with a reasonable level of autonomy within the context of their agreed work plan and makes decisions within the limits of delegated authority. The role is accountable for the delivery of assigned work and is directed by its supervisor/manager on work priorities, complex issues and all matters requiring a higher authority to determine and resolve issues.

## Reporting line

Role reports to Manager or allocated Supervisor.

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* Demonstrated knowledge and experience in the development and delivery of conservation land management programs with experience in conservation tenders highly regarded.
* Demonstrated experience managing and analysing large datasets including proficiency with spreadsheet and/or database software and statistical analysis software.
* Demonstrated ability to research technical and scientific information to develop conservation land management policy and programs.
* Understanding of the importance of equity and probity considerations in the design and delivery of private land conservation programs.
* Understanding of different land tenures across NSW and the drivers of sustainable land management for different landholders / stakeholders.

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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**  |
|  | **Manage Self**Show drive and motivation, an ability to self-reflect and a commitment to learning | Adapt existing skills to new situationsShow commitment to achieving work goalsShow awareness of own strengths and areas for growth, and develop and apply new skillsSeek feedback from colleagues and stakeholdersStay motivated when tasks become difficult | Intermediate |
|  | **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | Take responsibility for delivering high-quality customer-focused servicesDesign processes and policies based on the customer’s point of view and needsUnderstand and measure what is important to customersUse data and information to monitor and improve customer service deliveryFind opportunities to cooperate with internal and external stakeholders to improve outcomes for customersMaintain relationships with key customers in area of expertiseConnect and collaborate with relevant customers within the community | Adept |
| **Work Collaboratively**Collaborate with others and value their contribution | Build a supportive and cooperative team environmentShare information and learning across teamsAcknowledge outcomes that were achieved by effective collaborationEngage other teams and units to share information and jointly solve issues and problemsSupport others in challenging situationsUse collaboration tools, including digital technologies, to work with others | Intermediate |
|  | **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | Understand the team and unit objectives and align operational activities accordinglyInitiate and develop team goals and plans, and use feedback to inform future planningRespond proactively to changing circumstances and adjust plans and schedules when necessaryConsider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goalsAccommodate and respond with initiative to changing priorities and operating environments | Intermediate |
| **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidenceAnticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experienceApply creative-thinking techniques to generate new ideas and options to address issues and improve the user experienceSeek contributions and ideas from people with diverse backgrounds and experienceParticipate in and contribute to team or unit initiatives to resolve common issues or barriers to effectivenessIdentify and share business process improvements to enhance effectiveness | Adept |
|  | **Project Management**Understand and apply effective planning, coordination and control methods | Perform basic research and analysis to inform and support the achievement of project deliverablesContribute to developing project documentation and resource estimatesContribute to reviews of progress, outcomes and future improvementsIdentify and escalate possible variances from project plans | Intermediate |

# 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.

| COMPLEMENTARY CAPABILITIES |
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| **Capability group/sets** | **Capability name** |  | **Description** | **Level**  |
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Intermediate |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Adept |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | 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 | Foundational |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |