

# Role Description

## Senior Natural Resource Management Officer



Planning,  
Industry &  
Environment

Cluster	Planning, Industry & Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Housing & Property /Crown Lands
Location	Various
Classification/Grade/Band	Departmental Officer Grade 5/6
Role Family <i>internal use only</i>	Bespoke/ Science and Engineering/ Deliver
ANZSCO Code	234312
PCAT Code	111 91 92
Date of Approval	November 2014 (Updated July 2019) Updated November 2020
Agency Website	<a href="http://www.dpie.nsw.gov.au">www.dpie.nsw.gov.au</a>

### About the Department of Planning, Industry and Environment

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

The Housing and Property Group within Department of Planning, Industry and Environment (DPIE) oversees the management of state government assets, including the management of Crown land, the NSW Government's social housing portfolio and oversight of strategic use and disposal of government owned land. The Group also includes the Aboriginal Housing Office, the Valuer General and the Land and Housing Corporation.

The Group leverages public and private sector expertise to improve place-based outcomes, providing greater access and choice of housing through initiatives such as an end-to-end housing strategy, and improving outcomes for Aboriginal communities to maximise community benefit from government owned land and property.

### Primary purpose of the role

The Senior Natural Resource Management Officer undertakes environmental, planning, natural resource and land management activities to achieve government priorities in the management of Crown land.

### Key accountabilities

- Provide property management advice and a proactive, consistent and effective client advisory service

- Undertake routine environmental assessments and studies and land management and planning activities for effective and timely delivery of Crown land outcomes
- Take appropriate steps to ensure clients are fully aware of departmental objectives in negotiation of Crown land issues
- Organise hazard reduction activities to mitigate the public liability risk
- Assist in maintaining the integrity of land information data
- Undertake a broad range of specialist administrative and office management tasks and projects

## Key challenges

- Providing appropriately balanced and timely advice, recommendations and briefings on environmental, planning, hazard and land management issues and working with conflicting priorities in high workload environment
- Assessing cases and providing appropriate responses and decisions which are often external to the office environment
- Interpreting and applying a broad range of environmental and planning legislation, policies and procedures

## Key relationships

Who	Why
<b>Internal</b>	
Executive and Senior Management	<ul style="list-style-type: none"> <li>• Contribute to recommendations and provide advice in relation to environmental assessments, studies and routine land management and planning activities</li> </ul>
Other office staff	<ul style="list-style-type: none"> <li>• Provide input to the team in respect to environmental and land management issues</li> </ul>
<b>External</b>	
External Stakeholders/Clients	<ul style="list-style-type: none"> <li>• Seek information and deliver timely and accurate advice to support Crown Lands policy and procedures for the management of the Crown Estate</li> </ul>

## Role dimensions

### Decision making

Decision making as relevant to the scope of the immediate role and the undertaking of environmental assessments and land management planning activities with complex or contentious issues referred to the supervisor/line manager.

### Reporting line

Group Leader Property Management

### Direct reports

Nil

## Budget/Expenditure

No financial delegation

## Essential requirements

- Tertiary qualifications in an environmental science, natural resources, planning or other relevant field and/or equivalent level of knowledge and experience
- Current drivers licence and willingness to travel

## 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
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"><li>• Behave in an honest, ethical and professional way</li><li>• Build understanding of ethical behaviour</li><li>• Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation</li><li>• Speak out against misconduct and illegal and inappropriate behaviour</li><li>• Report apparent conflicts of interest</li></ul>	Foundational
	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"><li>• Focus on key points and speak in plain English</li><li>• Clearly explain and present ideas and arguments</li><li>• Listen to others to gain an understanding and ask appropriate, respectful questions</li><li>• Promote the use of inclusive language and assist others to adjust where necessary</li><li>• Monitor own and others' non-verbal cues and adapt where necessary</li><li>• Write and prepare material that is well structured and easy to follow</li></ul>	Intermediate



		<ul style="list-style-type: none"> <li>Communicate routine technical information clearly</li> </ul>	
	<p><b>Commit to Customer Service</b></p> <p>Provide customer-focused services in line with public sector and organisational objectives</p>	<ul style="list-style-type: none"> <li>Focus on providing a positive customer experience</li> <li>Support a customer-focused culture in the organisation</li> <li>Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers</li> <li>Identify and respond quickly to customer needs</li> <li>Consider customer service requirements and develop solutions to meet needs</li> <li>Resolve complex customer issues and needs</li> <li>Cooperate across work areas to improve outcomes for customers</li> </ul>	Intermediate
 <p>Results</p>	<p><b>Demonstrate Accountability</b></p> <p>Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines</p>	<ul style="list-style-type: none"> <li>Take responsibility for own actions</li> <li>Be aware of delegations and act within authority levels</li> <li>Be aware of team goals and their impact on work tasks</li> <li>Follow safe work practices and take reasonable care of own and others' health and safety</li> <li>Escalate issues when these are identified</li> <li>Follow government and organisational record-keeping requirements</li> </ul>	Foundational
 <p>Business Enablers</p>	<p><b>Project Management</b></p> <p>Understand and apply effective planning, coordination and control methods</p>	<ul style="list-style-type: none"> <li>Perform basic research and analysis to inform and support the achievement of project deliverables</li> <li>Contribute to developing project documentation and resource estimates</li> <li>Contribute to reviews of progress, outcomes and future improvements</li> <li>Identify and escalate possible variances from project plans</li> </ul>	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

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	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
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
 Business Enablers	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	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational