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| **Cluster** | Planning & Environment |
| **Agency** | Department of Planning & Environment |
| **Division/Branch/Unit** | Environment & Heritage / Biodiversity Conservation & Science / Science, Economics & Insights |
| **Location** | Lidcombe or key SEI locations |
| **Classification/Grade/Band** | Environment Officer Class 13 |
| **Role Number** | 29314 |
| **ANZSCO Code** | 234311 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | March 2022 |
| **Agency Website** | www.dpie.nsw.gov.au |

Agency overview

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 Environment & Heritage (E&H) Group within DPE brings together a range of functions including national park management, biodiversity and conservation, climate change, sustainability, resilience and adaptation, renewable energy and energy security, and circular economy policy. The work of the Group is supported by centres of excellence in policy; science; economics; data analytics and insights.

Primary purpose of the role

Design and drive delivery of programs for Department of Planning & Environment internal and external customers in line with E&H priorities with a focus on climate science and the delivery of data, information and scientific advice in relation to climate extremes, climate risks and impacts and adaptation strategies.

# Key accountabilities

* Shape and influence the strategic direction of science priorities and knowledge themes. Develop, lead and deliver a range of high quality, cost-effective science programs and projects that meet organisational objectives and appropriate standards of scientific rigour.
* Develop and maintain a range of collaborative networks across DPE, universities, government agencies and other research providers to support and advance the delivery of science programs and to keep up to date with latest science.
* Provide expert and authoritative scientific advice and support to the executive team on the development, implementation, management and reporting of scientific projects, ensuring that senior staff are briefed on the status of science programs and that technical and scientific considerations are properly considered by the Agency to support the development of legislation and policies.
* Broker scientific knowledge and maintain the highest standards of open communication, collaboration, data and knowledge management in accordance with DPE policies.
* Deliver continuous improvement in science communication including developing and managing communication plans and preparing and delivering persuasive and innovative documents and presentations that explain complex processes clearly and are suitable for a wide range of technical and non-technical audiences.
* Lead and manage the development of project management methodologies and processes that improve productivity, encourage innovation, develop teamwork and enhance the delivery of science across the DPE.
* Lead and manage program implementation, including program design and delivery planning, identifying and coordinating resources, developing and managing budgets, assessing and managing risks, maintaining WHS procedures, progress monitoring and reporting and ensuring programs are delivered to agreed timelines and quality requirements.
* Assess staff skill needs and identify training programs to build the skills required now and into the future and manage team members to ensure that science is delivered to agreed timelines and quality.

Key challenges

* Develop and maintain an extensive network of contacts in NSW public sector agencies, other jurisdictions, research institutions, the private sector and non-government organisations. The position holder consults and negotiates extensively to develop the direction of science programs and influence state and national science agendas.
* Identifying external funding opportunities to support enhanced delivery of priorities and to leverage additional value through collaboration with other agencies, universities and other research providers.
* Leads in knowledge brokering and delivery of comprehensible, relevant and easy to access information to clients and the community in keeping with NSW Government Open Data objectives and principles.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager/Supervisor | * Receive guidance and support, provide advice and exchange information. |
| Staff | * Provide guidance, support, exchange information and facilitate their professional development |
| Work team/other staff | * Work collaboratively to contribute to achieving business outcomes. * Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing. |
| **External** |  |
| Customer/clients | * Address queries and/or redirect to relevant party for review and resolution |
| Stakeholders | * Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives. |

# Role dimensions

## Decision making

## The role is expected to operate with some level of autonomy, makes day to day decisions relating to work priorities and workload management, for themselves and any staff supervised. The position is accountable for the quality, integrity and accuracy of content of advice provided.

## Reporting line

The role reports to the Director.

## Direct reports

Yes.

## Budget/Expenditure

As per budget/project/grant allocated.

Essential requirements

* Relevant scientific qualifications.
* High-level experience in developing and leading rigorous climate science programs and stakeholder recognition of expertise in a relevant scientific discipline.

# Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework.

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 behaviors 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 | | Act as a professional role model for colleagues, set high personal goals and take pride in their achievement  Actively seek, reflect and act on feedback on own performance  Translate negative feedback into an opportunity to improve  Maintain a high level of personal motivation  Take the initiative and act in a decisive way | Advanced |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Present with credibility, engage varied audiences and test levels of understanding  Translate technical and complex information concisely for diverse audiences  Create opportunities for others to contribute to discussion and debate  Actively listen and encourage others to contribute inputs  Adjust style and approach to optimise outcomes  Write fluently and persuasively in a range of styles and formats | Advanced |
| **Work Collaboratively**  Collaborate with others and value their contribution | | Encourage a culture of recognising the value of collaboration  Build co-operation and overcome barriers to information sharing and communication across teams/units  Share lessons learned across teams/units  Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work Write fluently and persuasively in plain English and in a range of styles and formats | Advanced |
|  | **Plan and Prioritise**  Plan to achieve priority outcomes and respond flexibly to changing circumstances | | * Consider future aims and goals of the team/unit and organisation when prioritising own and others’ work   Initiate, prioritise, consult on and develop team/unit goals, strategies and plans  Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses  Ensure current work plans and activities support and are consistent with organisational change initiatives  Evaluate achievements and adjust future plans accordingly | Adept |
|  | **Finance**  Understand and apply financial processes to achieve value for money and minimise financial risk | | Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures  Understand impacts of funding allocations on business planning and budgets, including value for money, choice between direct provision and purchase of services, and financial implications of decisions  Understand and apply financial audit, reporting and compliance obligations  Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate  Seek specialist advice and support where required  Make decisions and prepare business cases paying due regard to financial considerations | Adept |
| **Project Management**  Understand and apply effective planning, coordination and control methods | | Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts  Access key subject-matter experts’ knowledge to inform project plans and directions  Implement effective stakeholder engagement and communications strategy for all stages of projects  Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning  Develop effective strategies to remedy variances from project plans, and minimise impacts  Manage transitions between project stages and ensure that changes are consistent with organisational goals | Advanced |
|  | **Manage and Develop People**  Engage and motivate staff, and develop capability and potential in others | | * Define and clearly communicate roles and responsibilities to achieve team/unit outcomes * Negotiate clear performance standards and monitor progress * Develop team/unit plans that take into account team capability, strengths and opportunities for development * Provide regular constructive feedback to build on strengths and achieve results * Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way * Monitor and report on performance of team in line with established performance development frameworks | Adept |

# 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.

| COMPLEMENTARY CAPABILITIES | | | | |
| --- | --- | --- | --- | --- |
| **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 | Adept |
| Act with Integrity | | Be ethical and professional, and uphold and promote the public sector values | 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 | Advanced |
| Think and Solve Problems | | Think, analyse and consider the broader context to develop practical solutions | Adept |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
|  | 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 |
|  | Inspire Direction and Purpose | | Communicate goals, priorities and vision, and recognise achievements | Adept |
| Optimise Business Outcomes | | Manage people and resources effectively to achieve public value | Adept |
| Manage Reform and Change | | Support, promote and champion change, and assist others to engage with change | Intermediate |