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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 11 |
| **Role Number** | 29292 |
| **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, lead and deliver atmospheric research in line with E&H priorities, and provide advanced technical and scientific advice, analytical support and guidance for scientific programs and projects undertaken by the Climate and Atmospheric Science Branch.

# Key accountabilities

* Influence the strategic direction of atmospheric science research, priorities and knowledge themes through open communication, collaboration, data and knowledge management in accordance with E&H policies.
* Develop, lead and deliver high quality, cost-effective atmospheric science projects that meet organisational objectives and appropriate standards of scientific rigour, with a focus on atmospheric science and the delivery of data, information and scientific advice in relation to climate extremes, climate risks and impacts and adaptation strategies.
* Develop and maintain a range of collaborative networks across the Department, government agencies, universities and other research providers to support and advance the delivery of science programs.
* Provide science leadership, expert scientific advice and support to the Division on the development, implementation, management and reporting of scientific projects, ensuring that technical and scientific considerations are properly considered.
* Manage project implementation, including preparing project plans, identifying and coordinating resources, developing and managing budgets, assessing and managing risks, maintaining WHS procedures, progress monitoring and reporting and ensuring projects are delivered to agreed timelines and quality requirements.
* Prepare complex reports, discussion papers, submissions and other written materials ensuring appropriate endorsements, compliance with time constraints and consistency with protocols and standards.
* Represent the organisation on a range of forums, advocating the organisation’s position on relevant issues, policies and programs and contribute to the delivery of cultural and organisational change, including working with senior managers and staff to ensure smooth transition in line with corporate and business objectives.

Key challenges

* Developing and maintaining a diverse network of contacts in NSW public sector agencies, other jurisdictions, research institutions, the private sector and non-government organisations to influence and develop the direction of science programs and state and national science agendas.
* Identifying external funding opportunities to support enhanced delivery of priorities and leveraging additional value through collaboration with universities and other research providers.
* Integrating atmospheric science and research projects across a number of significant NSW government strategies such as NSW Clean Air Strategy, NSW Net Zero Plan and NSW Adaptation Strategy.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Receive guidance and support, provide advice and exchange information. * Escalate issues, keep informed, advise and receive direction. * Prepare briefings, advice and correspondence for consideration by the Manager. |
| Work team/other staff | * Provide guidance, support, exchange information and facilitate professional development. * Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing. * Ensure communication channels are appropriate, efficient and effective. * Work closely as an active member across functional teams to define future requirements, propose ideas, and support ultimate solutions in an iterative manner. |
| **External** |  |
| Stakeholders | * Develop and maintain relationships. * Obtain information and feedback on targeted projects and programs. * Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives. * Address queries and/or redirect to relevant party for review and resolution. |

# Role dimensions

## Decision making

Set own priorities within the parameters and directions of priority programs, maintaining a degree of independence in developing a suitable approach in assisting on allocated projects and providing regular progress reports to the Manager and the Branch management team. The role is accountable for the quality, integrity and accuracy of content of advice provided.

## Reporting line

The role reports to the Senior Team Leader.

## Direct reports

Project teams as allocated

## Budget/Expenditure

As per project allocated.

Key knowledge and experience

* Extensive working knowledge of air quality modelling, meteorology, atmospheric chemistry and emission inventory compilation including a detailed understanding of statistics and advanced air quality forecasting methods.
* Experience establishing and leading project teams and working collaboratively with a team to deliver customer focused results from technical or scientific projects.
* Experience in project management including developing and managing budgets, resource allocation, risk management, progress monitoring, delivery in line with customer expectations and effectively reporting results achieved.

Essential requirements

* Relevant science degree qualifications such as environmental science qualification

# 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 | | Keep up to date with relevant contemporary knowledge and practices  Look for and take advantage of opportunities to learn new skills and develop strengths  Show commitment to achieving challenging goals  Examine and reflect on own performance  Seek and respond positively to constructive feedback and guidance  Demonstrate and maintain a high level of personal motivation | Adept |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Present with credibility, engage diverse audiences and test levels of understanding  Translate technical and complex information clearly and concisely for diverse audiences  Create opportunities for others to contribute to discussion and debate  Contribute to and promote information sharing across the organisation  Manage complex communications that involve understanding and responding to multiple and divergent viewpoints  Explore creative ways to engage diverse audiences and communicate information  Adjust style and approach to optimise outcomes  Write fluently and persuasively in plain English and in a range of styles and formats | Advanced |
| **Influence and Negotiate**  Gain consensus and commitment from others, and resolve issues and conflicts | | Negotiate from an informed and credible position  Lead and facilitate productive discussions with staff and stakeholders  Encourage others to talk, share and debate ideas to achieve a consensus  Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes  Influence others with a fair and considered approach and sound arguments  Show sensitivity and understanding in resolving conflicts and differences  Manage challenging relationships with internal and external stakeholders  Anticipate and minimise conflict | Adept |
|  | **Plan and Prioritise**  Plan to achieve priority outcomes and respond flexibly to changing circumstances | | Consider the future aims and goals of the team, unit and organisation when prioritising own and others’ work  Initiate, prioritise, consult on and develop team and unit goals, strategies and plans  Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses  Ensure current work plans and activities support and are consistent with organisational change initiatives  Evaluate outcomes and adjust future plans accordingly | Adept |
|  | **Project Management**  Understand and apply effective planning, coordination and control methods | | Prepare and review project scope and business cases for projects with multiple interdependencies  Access key subject-matter experts’ knowledge to inform project plans and directions  Design and implement effective stakeholder engagement and communications strategies for all project stages  Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning  Develop effective strategies to remedy variances from project plans and minimise impact  Manage transitions between project stages and ensure that changes are consistent with organisational goals  Participate in governance processes such as project steering groups | Advanced |
|  | **Manage and Develop People**  Engage and motivate staff, and develop capability and potential in others | | Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes  Adjust performance development processes to meet the diverse abilities and needs of individuals and teams  Develop work plans that consider capability, strengths and opportunities for development  Be aware of the influences of bias when managing team members  Seek feedback on own management capabilities and develop strategies to address any gaps  Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way  Monitor and report on team performance 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.

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** |
|  | 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 | Intermediate |
|  | Commit to Customer Service | | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| Work Collaboratively | | Collaborate with others and value their contribution | Adept |
|  | Deliver Results | | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| 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 |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | 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 | Intermediate |
|  | Inspire Direction and Purpose | | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
| Optimise Business Outcomes | | Manage people and resources effectively to achieve public value | Intermediate |
| Manage Reform and Change | | Support, promote and champion change, and assist others to engage with change | Intermediate |