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| **Cluster** | Planning and Environment |
| **Agency** | Department Planning and Environment |
| **Division/Branch/Unit** | Environment and Heritage /Biodiversity, Conservation and Science /Regions |
| **Role number** | Various |
| **Classification/Grade/Band** | Environment Officer Class 9 |
| **Senior executive work level standards** | Not Applicable |
| **ANZSCO Code** | 224412 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | May 2016 (updated January 2023; May 2022; and March 2021) |
| **Agency Website** | www.environment.nsw.gov.au; 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 and Heritage 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

Provides technical and policy advice to councils and internal and external stakeholders in the effective management of flood risks through floodplain programs and for the development and implementation of strategic flood risk management plans in accordance with NSW Government policies and guidelines .

Key accountabilities

* Contribute to the development and implementation of floodplain strategic and operational plans, frameworks, policies, processes and procedures to address program priorities and review their ongoing effectiveness in meeting relevant government and corporate objectives.
* Support the effective delivery of floodplain management projects undertaken by councils by contributing to project scoping, planning, implementation and their ongoing management and provide expert technical advice to Council Floodplain Risk Management Committees in the preparation of Flood Studies, Floodplain Management Studies and Floodplain Management Plans and their effective implementation.
* Conduct technical reviews to ensure successful delivery of project outputs, monitoring and assessment.
* Facilitate state government funding assistance for local councils within the Region by supporting them with preparation of the technical aspects of their applications.
* Prepare and present reports, briefing notes, submissions, advice and correspondence to management on issues impacting on floodplain management program performance to inform effective program decision making and to support organisation advice presented to the Minister’s Office.
* Develop and maintain professional, cooperative and productive working relationships with key internal and external stakeholders including staff, councils, government and non-government organisations, industry and community groups to facilitate information exchange and to encourage engagement and support for effective floodplain management practices.
* Represent floodplain management interests on a range of internal and external forums including council committees, organisation meetings and working groups to provide informed technical advice, successfully articulate the organisation’s position and to influence positive decision making processes.

Key challenges

* Working with councils in the preparation of sound floodplain risk management studies and plans and their effective implementation.
* Managing several projects concurrently and working effectively in partnership with a range of internal and external stakeholders including local councils and providing technical advice of a consistently high standard.
* Playing an active role in ensuring floodplain management practices are successfully administered and adhering to legislative and organisation policies, processes and procedures via appropriate governance; also ensuring sustainable floodplain management plans are consistent with risk minimisation aims and reflect broader community needs and environmental outcomes. Remaining abreast of advances and challenges in floodplain management.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Escalate issues, keep informed, advise and receive direction |
| Work team | * Support team, work collaboratively. |
| **External** |  |
| Local Government and other Authorities | * Establish and maintain relationships to promote and encourage consultation and participation in the process. * Provide technical advice, hazard studies and plans. Ensure a collaborative and integrated approach. |

# Role dimensions

## Decision making

The role operates with some 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

The role reports to the Senior Team Leader

## Direct reports

Nil

## Budget/Expenditure

As per project/grant allocated

Key knowledge and experience

* An understanding of floodplain risk assessment methods and floodplain management strategies.
* Experience in developing partnerships and delivering advice to multiple stakeholders and communities.

Essential requirements

* Appropriate degree level tertiary qualifications in engineering, geomorphology, environmental science, natural resource management or related discipline.
* Current Australian Driver’s Licence as the role requires travel.

# 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** |
|  | **Display Resilience and Courage**  Be open and honest, prepared to express your views, and willing to accept and commit to change | | Be flexible, show initiative and respond quickly when situations change  Give frank and honest feedback and advice  Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately  Raise and work through challenging issues and seek alternatives  Remain composed and calm under pressure and in challenging situations | Adept |
|  | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | | Represent the organisation in an honest, ethical and professional way  Support a culture of integrity and professionalism  Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct  Recognise and report misconduct and illegal and inappropriate behaviour  Report and manage apparent conflicts of interest and encourage others to do so | Intermediate |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Focus on key points and speak in plain English  Clearly explain and present ideas and arguments  Listen to others to gain an understanding and ask appropriate, respectful questions  Promote the use of inclusive language and assist others to adjust where necessary  Monitor own and others’ non-verbal cues and adapt where necessary  Write and prepare material that is well structured and easy to follow  Communicate routine technical information clearly | Intermediate |
|  | **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 |
|  | **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 evidence  Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience  Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience  Seek contributions and ideas from people with diverse backgrounds and experience  Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness  Identify and share business process improvements to enhance effectiveness | Adept |
|  | **Technology**  Understand and use available technologies to maximise efficiencies and effectiveness | | Identify opportunities to use a broad range of technologies to collaborate  Monitor compliance with cyber security and the use of technology policies  Identify ways to maximise the value of available technology to achieve business strategies and outcomes  Monitor compliance with the organisation’s records, information and knowledge management requirements | 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 deliverables  Contribute to developing project documentation and resource estimates  Contribute to reviews of progress, outcomes and future improvements  Identify 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 | | | | |
| --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** |  | **Description** | **Level** |
|  | 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 | Foundational |
|  | Commit to Customer Service | | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
|  | Work Collaboratively | | Collaborate with others and value their contribution | Intermediate |
|  | 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 |
|  | 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 |
|  | Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |