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| **Cluster** | Planning and Environment |
| **Agency** | Department of Planning and Environment |
| **Division/Branch/Unit** | Environment, Energy and Science/ National Parks and Wildlife Services |
| **Location** | Quarantine Station Manly |
| **Classification/Grade/Band** | Generic |
| **ANZSCO Code** | 225112 |
| **Role Number** | Generic |
| **PCAT Code** | 1311492 |
| **Date of Approval** | September 2023 |
| **Agency Website** | https://www.nationalparks.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 centers of excellence in policy; science; economics; data analytics and insights.

**National Parks & Wildlife Service overview**

National Parks & Wildlife Service (NPWS) is one of the world's oldest and most respected national parks agencies.  We manage more than 890 national parks and reserves, covering over 7.5 million hectares or 9.5% of the landmass of NSW ranging from rainforests and towering eucalypt forests to rich woodlands, spectacular deserts and precious alpine systems. We deliver effective conservation for our biodiversity and cultural heritage and provide world class visitor experiences for the whole community to enjoy. We carry out fire management, threatened species conservation, land and infrastructure management, sustainable tourism and visitation, and research and education programs. We work together with Aboriginal communities to manage and protect our parks on behalf of the people of NSW.

**Primary purpose of the role**

This role is responsible for coordinating environmental planning and assessment, including ensuring conditions of approval are understood and implemented. The role promotes awareness, understanding and appreciation of nature conservation, cultural heritage and recreation opportunities to lessees and stakeholders.

# Key accountabilities

* Facilitate compliance with lease and environmental approval conditions and relevant National Parks

& Wildlife Service (NPWS) legislation through community engagement and partnerships.

* Develop and maintain effective working relationships with lessees and key stakeholders and the wider

community, and represent the position of NPWS through relevant broadcasts, forums and working

groups.

* Provide timely advice and assistance to lessees to facilitate compliance with lease and other

relevant legislation and policies.

* Undertake or assist with pest and fauna cohabitation management that impacts upon infrastructure,
* environmental health, the ecological environment or lessee and visitor experience, and assist with

vegetation management issues including fire risk, encroachment, rehabilitation and weeds in the lease

area

* Facilitate planning approval and lease compliance activities where required.
* Undertake administrative tasks to ensure accountability, communication and documentation of

programs and resources.

# Key challenges

* Facilitates communication and cooperation between key internal and external stakeholders in a politically, economically and socially sensitive context to ensure positive community engagement outcomes.
* Maintains firmness and resolve in ensuring that Departmental objectives in general and planning and lease conditions are upheld.
* Translates technical information provided by Departmental experts into plain English terminology, which can be understood by non-technically qualified people.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Receive guidance and support, provide advice and exchange information. |
| Work team/other staff | * Seek and provide advice and information. * Work collaboratively to contribute to achieving business outcomes for the Area and across Branch objectives. * Foster effective working relationships to facilitate opportunities for   engagement, consultation, issue resolution and information sharing. |
| **External** |  |
| Stakeholders/community | * Provide information and advice regarding lease use, policies and   procedures, and natural resource matters.   * Promote appreciation and appropriate use of natural, cultural heritage, and recreation and tourism opportunities. * Liaise and communicate with stakeholders to facilitate opportunities for engagement, consultation, issue resolution and information sharing. |
| Other Government Agencies and  Departments | * Foster effective working relationships and exchange information regarding environment assessment and management matters. |

# Role dimensions

## Decision making

The role operates with a level of autonomy within the context of the agreed work plan, Branch Operational

plan, corporate policy, plans, procedures and relevant legislation. Decisions are also made within the limits of

the position’s delegated authority. The role is accountable for the delivery of assigned work and is directed by

the Manager on work priorities, complex issues and all matters requiring a higher authority to determine and

resolve issues.

## Reporting line

Reports to the Manager, Area

## Direct reports

Nil.

## Budget/Expenditure

Nil.

# Essential requirements

* Appropriate tertiary qualifications in a discipline relevant to the field operations of the agency.
* Ability to interpret and apply relevant legislation, policy, procedure, leases and licenses. Legislation includes, the National Parks and Wildlife Regulation 2009, National Parks and Wildlife Act, 1974 and the Environmental Planning & Assessment Act 1979
* Ability to work with a wide range of commercial and non-commercial stakeholders that have park tenure or interests through lease, licence, employment or membership.
* Current Australian driver’s licence and willingness to operate 4WD vehicles.

# 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** |
|  | **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 and encourage others to do so  Act professionally and support a culture of integrity  Identify and explain ethical issues and set an example for others to follow  Ensure that others are aware of and understand the legislation and policy framework within which they operate  Act to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
| **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | | Adapt existing skills to new situations  Show commitment to achieving work goals  Show awareness of own strengths and areas for growth, and develop and apply new skills  Seek feedback from colleagues and stakeholders  Stay motivated when tasks become difficult | Intermediate |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Tailor communication to diverse audiences  Clearly explain complex concepts and arguments to individuals and groups  Create opportunities for others to be heard, listen attentively and encourage them to express their views  Share information across teams and units to enable informed decision making  Write fluently in plain English and in a range of styles and formats  Use contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | | Take responsibility for delivering high-quality customer-focused services  Design processes and policies based on the customer’s point of view and needs  Understand and measure what is important to customers  Use data and information to monitor and improve customer service delivery  Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers  Maintain relationships with key customers in area of expertise  Connect and collaborate with relevant customers within the community | Adept |
| **Work Collaboratively**  Collaborate with others and value their contribution | | Encourage a culture that recognises the value of collaboration  Build cooperation and overcome barriers to information sharing and communication across teams and units  Share lessons learned across teams and units  Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work  Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |
|  | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | | Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomes  Make sure staff understand expected goals and acknowledge staff success in achieving these  Identify resource needs and ensure goals are achieved within set budgets and deadlines  Use business data to evaluate outcomes and inform continuous improvement  Identify priorities that need to change and ensure the allocation of resources meets new business needs  Ensure that the financial implications of changed priorities are explicit and budgeted for | 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 |
|  | **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** |
|  | Display Resilience and Courage | | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Adept |
|  | 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 |
| 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 |