

Role Description

Senior Status Officer



Cluster	Planning and Environment
Agency	Department of Planning and Environment
Division/Branch/Unit	Crown Lands and Local Government / Crown Lands
Location	Newcastle
Classification/Grade/Band	Departmental Officer Grade 5/6
Role Family <i>internal use only</i>	Bespoke/ Administrative and Executive Support/ Deliver
Role Number	Various
ANZSCO Code	271299
PCAT Code	2119192
Date of Approval	September 2022 (Previous September 2021; September 2020; July 2019; September 2015;)
Agency Website	www.dpie.nsw.gov.au

About the Department of Planning 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.

Primary purpose of the role

Prepares land status reports relating to lands in native title claim areas to support the State's position in native title matters and other land matters.

Key accountabilities

- Prepare and present customised land status reports providing a chronology for current and historical tenure or administrative actions over Crown land, mapping products and GIS data for Government Agencies, Crown Lands, Federal Court, National Native Title Tribunal, Legal Counsel and Native Title Case Managers.
- Plan and undertake specialised current and historical Crown land status investigations for the collation of supporting tenure evidence in native title claim matters and to confirm legal administration of Crown land.
- Contribute to the improvement of administrative reporting and record systems to support the efficient processing of searches and investigations.

- Review information and data relating to land status through computerised and manual records of crown and other lands to ensure land status information is current and correct.
- Validate boundary definitions for Crown land and land administered by external agencies from available records for native title matters.

Key challenges

- Exercising judgment when assessing various sources of complex information and historical land administration data to provide accurate information on land status.
- Working in a high workload with political sensitivities to achieve set outcomes in the required timeframes.

Key relationships

Who	Why
Internal	
Crown Lands staff	<ul style="list-style-type: none">• Provision of status reports and supporting evidence in responding to current and historical land status enquiries• Verbal explanation of reported findings
Native Title Branch Lawyers	
Directors/Senior Managers	
External	
Crown Solicitor's Office Solicitors	<ul style="list-style-type: none">• Provision of land status reports and supporting evidence to these agencies in response to requests for the provision of supporting land status information in legal and litigated matters.• Verbal explanation of reported findings
National Native Title Tribunal staff	

Role dimensions

Decision making

Determines own research methods to undertake land and status where there is conflicting data.

Reporting line

Manager / Group Leader

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Substantial knowledge in geographical spatial information systems and databases
- Knowledge of the specific legislation and acts relating to land title, native title and Crown lands acts under New South Wales legislation.
- Ability and willingness to travel when required.

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
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> Focus on providing a positive customer experience Support a customer-focused culture in the organisation 	Intermediate





		<ul style="list-style-type: none"> • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers 	
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> • Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices • Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly 	Intermediate
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> • 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

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
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate

 Personal Attributes	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	Foundational
	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	Foundational
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
 Business Enablers	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	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Foundational