Role Description
Coast & Estuary Officer

Cluster	Planning & Environment
Agency	Department of Planning & Environment
Division/Branch/Unit	Environment and Heritage / Biodiversity Conservation & Science / Biodiversity & Conservation
Location	Gosford/Newcastle
Classification/Grade/Band	Environment Officer Class 7
Role Number	00031300
ANZSCO Code	234311
PCAT Code	1119192
Date of Approval	August 2021 (updated from July 2020, June 2021 and May 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 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

Work with local councils and other stakeholders to manage coastal hazards and improve the health of estuaries and coastal environments.

Key accountabilities

- Provide technical input and advice to support Councils and their committees complete coastal management programs and associated studies including estuary health and coastal hazards
- Promote and implement Coastal Zone Management policies with key stakeholders.
- Promote Local Government and other stakeholder's awareness of Coastal Management Programs to ensure the ecologically sustainable development of the NSW coast.
- Review projects submitted for funding under the NSW Coastal and Estuary Grants Program for technical soundness and priority.

- Collect estuary/coastal data for analysis and prepare technical recommendations and assess outcomes and standards for management strategies.
- Provide coastal and estuarine management advice within DPIE and to external agencies on major development and land-use planning referrals
- Prepare ministerial correspondence and briefing notes
- Participate as part of a multi-disciplinary team in the resolution of complex coastal zone management issues.

Key challenges

- Working with Councils to facilitate and influence timely delivery of studies and plans consistent with best practice guidelines
- Improving project outcomes for the management of coastal and estuarine environments
- Improving awareness by local government and other stakeholders of coastal zone management policies to ensure the ecologically sustainable development of the NSW coast

Key relationships

Who	Why
Internal	
Manager	Escalate issues, keep informed, advise and receive direction
Work team	- Participate in a multi-disciplinary 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 - Collaborate to prepare coastal risk and estuary health management plans and strategies

Role dimensions

Decision making

Work outputs support improved project outcomes and restoration of estuarine and coastal environments.

Reporting line

The role reports to the Senior Team Leader, Water Floodplains and Coast, Hunter Central Coast

Direct reports

Nil.

Budget/Expenditure

Nil.

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Key knowledge and experience

- Demonstrated knowledge of coastal zone (estuary and coastal) processes and natural resource management issues within the coastal zone with experience in data collection, analysis and report writing.
- Demonstrated knowledge of coastal zone management policy and practice including relevant legislation, guidelines and policies.
- Demonstrated knowledge of coastal zone risk &/or estuary health assessment methods and management strategies.

Essential requirements

- Appropriate degree level tertiary qualifications in engineering, environmental science, marine biology, natural resource management or related discipline.
- Current Driver License – class C

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.
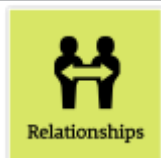
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

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	• 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
	Communicate Effectively	• Tailor communication to diverse audiences	Adept

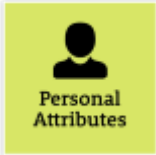|			
Relationships	Communicate clearly, actively listen to others, and respond with understanding and respect	• Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share 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	
	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	• Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others	Intermediate
Results	**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	Adept

		• 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	
Business Enablers	**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**
Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	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
Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
Results	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
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept

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	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational