

# Role Description

## Principal Project Officer



Cluster	Planning and Environment
Agency	Biodiversity Conservation Trust
Division/Branch/Unit	Various
Location	Various
Classification/Grade/Band	Environment Officer Class 11
Role Number	Generic
ANZSCO Code	511112
PCAT Code	2119192
Date of Approval	October 2021 (updated from July 2017)
Agency Website	<a href="http://www.bct.nsw.gov.au">www.bct.nsw.gov.au</a>

### Agency overview

The New South Wales Biodiversity Conservation Trust (BCT) is a not-for-profit statutory body, established under Part 10 of the Biodiversity Conservation Act 2016 and managed by a Board appointed by the Minister for the Environment. The Trust's roles are to support and encourage landholders to enter into agreements to conserve and protect biodiversity on private land, guided by the government's Biodiversity Conservation Investment Strategy; secure biodiversity offsets when developers choose to pay into the Biodiversity Conservation Fund; and other activities that promote greater awareness of, appreciation and understanding of, biodiversity and the importance of conserving it.

### Primary purpose of the role

The Principal Project Officer (PPO) develops and supports implementation of programs and projects covering diverse and strategic biodiversity conservation activities. This will include, in some cases, managing a small team purposed to collaboratively deliver core project and programs works.

### Key accountabilities

- Manage and develop the team, providing leadership, to deliver BCT programs and projects.
- Manage and oversee all aspects of project planning, development and implementation for a range of projects, including developing project plans, coordinating resources, managing budgets and schedules, meeting reporting requirements, and supporting project-related activities, to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope in line with established BCT project management methodology.
- Identify issues and facilitate communication between stakeholders, providing recommendations on politically, socially and economically sensitive matters.
- Develop, implement, monitor, evaluate and report on a range of policy initiatives.
- Work closely with stakeholders to ensure a collaborative, strategic and integrated approach in delivering program outcomes.

- Identify and contribute to the preparation of responses to complex, controversial and sensitive issues, recommend appropriate solutions and interventions and provide expert advice and support to decision makers.
- 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.

## Key challenges

- Operating in a multi-disciplinary, geographically dispersed team while playing a key role in the coordinated delivery of state-wide programs.
- Understanding the complexities of issues, developing and maintaining a high level awareness of stakeholder needs and expectations and dealing with the community and business impacts.
- Prioritising and managing a sustainable workload for team members in a context of high demand for BCT services.

## Key relationships

Who	Why
<b>Internal</b>	
Manager/Supervisor	<ul style="list-style-type: none"> <li>• Escalate issues, keep informed, advise and receive direction.</li> </ul>
Work team	<ul style="list-style-type: none"> <li>• Work collaboratively to contribute to achieving business outcomes.</li> <li>• Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing.</li> </ul>
Direct reports	<ul style="list-style-type: none"> <li>• Provide guidance, support, exchange information and facilitate their professional development.</li> </ul>
<b>External</b>	
Business, community, local government and other government agencies	<ul style="list-style-type: none"> <li>• Identify needs and expectations and adapt programs to engage a diverse range of customers.</li> <li>• Identify and manage community and business impacts.</li> <li>• Ensure a collaborative, strategic and integrated approach.</li> </ul>

## Role dimensions

### Decision making

The role operates independently on a day to day basis but works within the context of an 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 the Manager on work priorities and resolution of complex issues. The role applies sound judgement and decision making in referring matters to the Manager which may be considered contentious and/or sensitive and require escalation to the Executive. The role makes decisions required to supervise multi-disciplinary staff and is responsible for developing and negotiating performance agreements with assigned direct reports.

## Reporting line

Role reports to Manager or allocated Supervisor.

## Direct reports

This role has up to 3-5 direct reports and may also lead contractors or temporary project teams.

## Budget/Expenditure

As per project allocated.

## Key knowledge and experience

- Experience in managing multidisciplinary teams
- Extensive experience in planning, implementing and managing complex projects to achieve priority objectives.
- Proven ability in influencing stakeholders to take action and deliver agreed outcomes.

## 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.

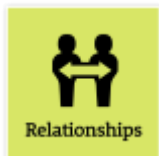
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

## 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
	<b>Display Resilience and Courage</b> Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"><li>• Be flexible, show initiative and respond quickly when situations change</li><li>• Give frank and honest feedback and advice</li><li>• Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately</li><li>• Raise and work through challenging issues and seek alternatives</li><li>• Remain composed and calm under pressure and in challenging situations</li></ul>	Adept

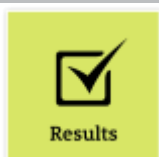


### **Communicate Effectively**

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

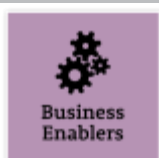


### **Plan and Prioritise**

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

- Understand all components of the project management process, including the need to consider change management to realise business benefits
- Prepare clear project proposals and accurate estimates of required costs and resources
- Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements
- Identify and evaluate risks associated with the project and develop mitigation strategies
- Identify and consult stakeholders to inform the project strategy
- Communicate the project's objectives and its expected benefits
- Monitor the completion of project milestones against goals and take necessary action
- Evaluate progress and identify improvements to inform future projects

Adept



### 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

## 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	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	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	Intermediate
 Relationships	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
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	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	Intermediate
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate

 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
 People Management	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	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate