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| **Cluster** | **Planning and Environment** |
| **Agency** | **Department of Planning and Environment** |
| **Division/Branch/Unit** | **Environment and Heritage / Biodiversity, Conservation and Science** |
| **Classification/Grade/Band** | **Environmental Officer Class 11** |
| **Role Number** | **TBC** |
| **ANZSCO Code** | **234399** |
| **PCAT Code** | **1119192** |
| **Date of Approval** | **March 2023 (updated from January 2023)** |
| **Agency Website** | **www.environment.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.

Primary purpose of the role

The Team Leader Quality Systems and Reporting is responsible for providing technical leadership on data management, and for ensuring DPE air quality data and reporting meets the highest standards.

# Key accountabilities

* Develop, lead and deliver high quality, cost-effective discrete science projects that meet organisational objectives and appropriate standards of scientific rigour.
* Provide expert advice and support to the Science Division on the development, implementation, management and reporting of atmospheric science projects.
* Broker scientific knowledge and maintain the highest standards of open communication, collaboration, data and knowledge management in accordance with DPE policies.
* Deliver continuous improvement in science communication including developing and managing communication plans and preparing and delivering documents and presentations that explain complex processes associated with projects managed, clearly and are suitable for a wide range of technical and non-technical audiences.
* Manage project implementation, including preparing project plans, identifying and coordinating resources, developing and managing budgets, and negotiating reporting requirements.
* Contribute to the delivery of cultural and organisational change, including working with senior managers and staff to ensure smooth transition in line with corporate and business objectives.
* Support the delivery of science excellence by fostering a culture of high-performance that encourages innovation, promotes teamwork, improves productivity and realises staff development opportunities.

Key challenges

* Leads in knowledge brokering and delivery of comprehensible, relevant and easy to access information to clients and to the community in keeping with Open DPE objectives and principles.
* Develops and maintains an extensive network of contacts in NSW public sector agencies, other jurisdictions, research institutions, the private sector and non-government organisations. The position holder consults and negotiates extensively to develop the direction of science programs and influence state and national science agendas.
* Maintaining a good working knowledge of science and industry best practice and standards.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager/Supervisor | * Receive guidance and support, provide advice and exchange information
* Prepare briefings, advice and correspondence for consideration by the Manager
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| Staff | * Provide guidance, support, exchange information and facilitate their professional development
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| Work team / Other Internal Staff | * Work collaboratively to contribute to achieving business outcomes
* Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing..
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| **External** |  |
| Customer/clients | * Address queries and/or redirect to relevant party for review and resolution
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| Stakeholders | * Develop and maintain relationships
* Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives
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# Role dimensions

## Decision making

The role is expected to operate with some level of autonomy, makes day to day decisions relating to work priorities and workload management, for themselves and any staff supervised. The position is accountable for the quality, integrity and accuracy of content of advice provided.

**Reporting line**

Senior Team Leader Quality System & Reporting

**Direct reports**

Yes (6)

**Budget/Expenditure**

As per allocation

Key knowledge and experience

* Demonstrated experience in delivering comprehensive quality assurance systems for data intensive science projects and programs.
* Ability to work in collaboration with partners to deliver customer focused results from science projects.

Essential requirements

* Scientific qualifications, knowledge and demonstrated experience in climate or atmospheric science or related disciplines.

## 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** |
| --- | --- | --- | --- |
| personal-attributes | **Manage Self**Show drive and motivation, an ability to self-reflect and a commitment to learning | Keep up to date with relevant contemporary knowledge and practicesLook for and take advantage of opportunities to learn new skills and develop strengthsShow commitment to achieving challenging goalsExamine and reflect on own performanceSeek and respond positively to constructive feedback and guidanceDemonstrate and maintain a high level of personal motivation | Adept |
| relationships | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Present with credibility, engage diverse audiences and test levels of understandingTranslate technical and complex information clearly and concisely for diverse audiencesCreate opportunities for others to contribute to discussion and debateContribute to and promote information sharing across the organisationManage complex communications that involve understanding and responding to multiple and divergent viewpointsExplore creative ways to engage diverse audiences and communicate informationAdjust style and approach to optimise outcomesWrite fluently and persuasively in plain English and in a range of styles and formats | Advanced |
| relationships | **Influence and Negotiate**Gain consensus and commitment from others, and resolve issues and conflicts | Negotiate from an informed and credible positionLead and facilitate productive discussions with staff and stakeholdersEncourage others to talk, share and debate ideas to achieve a consensusRecognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomesInfluence others with a fair and considered approach and sound argumentsShow sensitivity and understanding in resolving conflicts and differencesManage challenging relationships with internal and external stakeholdersAnticipate and minimise conflict | Adept |
| results | **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’ workInitiate, prioritise, consult on and develop team and unit goals, strategies and plansAnticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responsesEnsure current work plans and activities support and are consistent with organisational change initiativesEvaluate outcomes and adjust future plans accordingly | Adept |
| business-enablers | **Project Management**Understand and apply effective planning, coordination and control methods | Prepare and review project scope and business cases for projects with multiple interdependenciesAccess key subject-matter experts’ knowledge to inform project plans and directionsDesign and implement effective stakeholder engagement and communications strategies for all project stagesMonitor project completion and implement effective and rigorous project evaluation methodologies to inform future planningDevelop effective strategies to remedy variances from project plans and minimise impactManage transitions between project stages and ensure that changes are consistent with organisational goalsParticipate in governance processes such as project steering groups | Advanced |
| people-management | **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 outcomesAdjust performance development processes to meet the diverse abilities and needs of individuals and teamsDevelop work plans that consider capability, strengths and opportunities for developmentBe aware of the influences of bias when managing team membersSeek feedback on own management capabilities and develop strategies to address any gapsAddress and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective wayMonitor and report on team performance in line with established performance development frameworks | 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.

| **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 | Intermediate |
| personal-attributes | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Adept |
| personal-attributes | 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 | Intermediate |
| relationships | Work Collaboratively | Collaborate with others and value their contribution | Adept |
| results | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| results | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Adept |
| results | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Adept |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Adept |
| business-enablers | 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 |
| people-management | Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Intermediate |
| people-management | Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Intermediate |