|  |  |
| --- | --- |
| **00037666Cluster** | Planning and Environment |
| **Agency** | Department of Planning and Environment |
| **Division/Branch/Unit** | Environment and Heritage/ Biodiversity, Conservation and Science/Region |
| **Role number** | 00037666 |
| **Classification/Grade/Band** | Environment Officer Class 9 |
| **ANZSCO Code** | 234311 |
| **PCAT Code** | 1127292 |
| **Date of Approval** | February 2018 (updated December 2020; March 2021; February 2022; May 2022; and November 2022) |
| **Agency Website** | [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au); 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 resources 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

Coordinate and drive the delivery and implementation of studies and plans to manage coastal zone risks and/or ecosystem health and contribute to effective regional delivery by working with councils to ensure coastal management programs are delivered within reasonable timeframes and are of a high quality.

Key accountabilities

* Provide expert technical input and advice to support Councils and their committees to prepare and implement coastal management programs and associated studies including those on estuary health and coastal hazards.
* Promote and implement coastal zone management legislation and policies including the Coastal Management Act, 2016 and the State Environmental Planning Policy (Resilience and Hazards) 2021 to key stakeholders.
* Review projects submitted for funding under the Coastal and Estuary Management Grants Program for technical soundness and for funding priority. Support councils to manage grant-funded projects and report on their technical and financial performance.
* Collect and analyse coastal and estuary data and prepare technical recommendations on coastal hazards and estuary health to use outcomes to develop management strategies.
* Prepare high level reports, ministerial correspondence, briefing notes, advice and information for management and staff on a range of operational issues and provide high quality technical input into the development and review of Government policies and practice on coastal matters.
* Provide coastal and estuarine management advice within Environment and Heritage Group and to external agencies on major development and land-use planning proposals.
* Participate as a senior member of a multi-disciplinary team to resolve complex coastal zone management issues.

Key challenges

* Working collaboratively with Councils to facilitate and influence studies and plans to solve complex problems with multiple and competing stakeholders.
* Ensuring that plans developed for sustainable coastal management are consistent with risk minimisation and/or ecosystem health objectives and broader community needs.
* Providing a high quality and consistent standard of technical advice to Local and State Government and the community.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Receive guidance, provide advice and exchange information. |
| Work team and other Environment and Heritage staff | * Work collaboratively, provide advice and exchange information. |
| **External** |  |
| Local Government | * Collaborate, consult and influence in relation to coastal management and government policy and legislation. |

# Role dimensions

## Decision making

The Senior Coasts and Estuaries Officer operates with some level of autonomy in the context of the agreed work plan and determines their day to day work priorities. The role is also fully accountable for the quality, integrity and accuracy of advice provided.

## Reporting line

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

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* Extensive knowledge of coastal and estuarine processes with experience in data collection and analysis, risk management principles and their application to coastal management and report writing.
* Comprehensive knowledge of coastal zone management policy and practice including knowledge of relevant legislation, guidelines and policies.
* Demonstrated knowledge of community engagement strategies and ability to apply them to deliver successful coastal management strategies.

Essential requirements

* Appropriate degree level tertiary qualifications in engineering, geomorphology, environmental science, natural resource management or related discipline.
* Current Australian Driver's licence, class C and willingness to travel.

# 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  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 |
| **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 practices  Look for and take advantage of opportunities to learn new skills and develop strengths  Show commitment to achieving challenging goals  Examine and reflect on own performance  Seek and respond positively to constructive feedback and guidance  Demonstrate and maintain a high level of personal motivation | Adept |
|  | **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 |
| **Influence and Negotiate**  Gain consensus and commitment from others, and resolve issues and conflicts | | Negotiate from an informed and credible position  Lead and facilitate productive discussions with staff and stakeholders  Encourage others to talk, share and debate ideas to achieve a consensus  Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes  Influence others with a fair and considered approach and sound arguments  Show sensitivity and understanding in resolving conflicts and differences  Manage challenging relationships with internal and external stakeholders  Anticipate and minimise conflict | 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 |
|  | **Technology**  Understand and use available technologies to maximise efficiencies and effectiveness | | 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 |
| **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 |

# 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 | Adept |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Commit to Customer Service | | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| Work Collaboratively | | Collaborate with others and value their contribution | 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 | Adept |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |