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| **Cluster** | Planning & Environment |
| **Agency** | Department of Planning & Environment |
| **Division/Branch/Unit** | Environment & Heritage / Biodiversity Conservation and Science |
| **Location** | Queanbeyan |
| **Classification/Grade/Band** | Environmental Officer Class 9 |
| **Role Number** | Generic |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | February 2015 (updated April 2021; and April 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

Provide high quality informed advice and technical input into the development of strategies, frameworks, plans and guidelines that support regional Environmental Water Planning Programs.

# Key accountabilities

* Provide high quality informed advice and technical input into the development and implementation of strategies, frameworks, plans and guidelines that support regional Environmental Water Governance Programs to deliver strategic outcomes
* Support evidence based decision making via the collection, analysis and assessment of data to review, evaluate and report on operational effectiveness in meeting Environmental Water Planning Program outcomes.
* Ensure all Environmental Water Planning Program practices are successfully administered and are compliant with legislative and organisation policies, processes and procedures via appropriate governance
* Implement effective program management by preparing and submitting high quality plans and briefs to management, priority setting, fiscal and resource management, evaluation, timely status reporting and delivery within scope, budget and timeframes.

Key challenges

* Operating as part of a multi-disciplinary geographically dispersed team to deliver high quality regional conservational programs.
* Maintaining an awareness of social, political and ecological issues relevant to Environmental Water Planning and wider water management programs

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager | * Escalate issues, keep informed, advise and receive instructions
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| Work Team | * Participate as a member to deliver the agency's mission, strategies and key priorities from an operational perspective
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| Regional Operations Group (ROG) Staff | * Guide and support, and develop and maintain, effective working relationships to facilitate information exchange and ensure enhanced staff engagement by gaining commitment and cooperation Program implementation
* Identify regional staff to build capacity and foster skills transfer and knowledge exchange in relation to environmental water management
* Provide expert timely advice to ROG and Management on issues, trends and risks with the potential to significantly impact on the delivery Environmental Planning Program initiatives.
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| **External** |  |
| Key external stakeholders | * Guide and support, and develop and maintain, effective working relationships including government agencies, community groups, industry, landholders and water users to facilitate information exchange and ensure enhanced stakeholder engagement by gaining commitment and cooperation Program implementation
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| Range of forums including committees and working groups | * Represent Environmental Water Planning Program interests to provide technical advice and influence positive decision making processes.
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# Role dimensions

## Decision making

Provide accurate and timely advice that takes regulatory compliance, governance and the achievement of wider strategic and operational goals and objectives into consideration

## Reporting line

Senior Team Leader

## Direct reports

Contractors if applicable, Assistant Water Programs Officers

## Budget/Expenditure

Nil

Essential requirements

* Current driver's licence

# 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**  |
|  | **Display Resilience and Courage**Be open and honest, prepared to express your views, and willing to accept and commit to change | Be flexible and adaptable and respond quickly when situations changeOffer own opinion and raise challenging issuesListen when ideas are challenged and respond appropriatelyWork through challengesRemain calm and focused in challenging situations | Intermediate |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiencesClearly explain complex concepts and arguments to individuals and groupsCreate opportunities for others to be heard, listen attentively and encourage them to express their viewsShare information across teams and units to enable informed decision makingWrite fluently in plain English and in a range of styles and formatsUse contemporary communication channels to share information, engage and interact with diverse audiences | 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 evidenceAnticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experienceApply creative-thinking techniques to generate new ideas and options to address issues and improve the user experienceSeek contributions and ideas from people with diverse backgrounds and experienceParticipate in and contribute to team or unit initiatives to resolve common issues or barriers to effectivenessIdentify and share business process improvements to enhance effectiveness | Adept |
|  | **Project Management**Understand and apply effective planning, coordination and control methods | Perform basic research and analysis to inform and support the achievement of project deliverablesContribute to developing project documentation and resource estimatesContribute to reviews of progress, outcomes and future improvementsIdentify and escalate possible variances from project plans | Intermediate |
|  | **Manage and Develop People**Engage and motivate staff, and develop capability and potential in others | Collaborate to set clear performance standards and deadlines in line with established performance development frameworksLook for ways to develop team capability and recognise and develop individual potentialBe constructive and build on strengths by giving timely and actionable feedbackIdentify and act on opportunities to provide coaching and mentoringRecognise performance issues that need to be addressed and work towards resolving issuesEffectively support and manage team members who are working flexibly and in various locationsCreate a safe environment where team members’ diverse backgrounds and cultures are considered and respectedConsider feedback on own management style and reflect on potential areas to improve | 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**  |
|  | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Intermediate |
| 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 |
|  | 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 | Intermediate |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | 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 | Intermediate |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
|  | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Foundational |
| Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Intermediate |
| Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Foundational |