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| **Cluster/Agency** | Planning & Environment  |
|  | Office of Environment and Heritage |
| **Division/Branch/Unit** | Communities and Greater Sydney / Greater Sydney / Water Floodplains & Coast |
| **Location** | Various  |
| **Classification/Grade/Band** | Environment Officer Class 10 |
| **Role Number** | 31570 & 41158 |
| **ANZSCO Code** | 234311 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | March 2019 |
| **Agency Website** | [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)  |

# Agency overview

The NSW Office of Environment and Heritage aims to enrich life in NSW by helping the community to conserve and enjoy our environment and heritage.  For more information go to [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au).

# Primary purpose of the role

Drive delivery of integrated water-cycle management and the effective management of flood and coastal zone risks and ecosystem health, including the preparation of studies and plans. Contribute to effective regional delivery of water, flooding and coastal programs by collaborating with Councils and other stakeholders to provide strategic and technical input and capacity building. Contribute technical and policy advice to Government and Councils, review technical elements of grant-assisted projects, and monitor and report on their progress.

# Key accountabilities

* Promote and implement water, floodplain and coastal zone management policies and guidelines with key stakeholders.
* Provide high level support to OEH staff and external stakeholders on water-cycle, floodplain risk and coastal zone management activities in the Greater Sydney Region.
* Liaise with and provide technical advice to Councils and their advisory committees in the preparation and implementation of water, flood and coastal zone studies and plans in the Greater Sydney Region.
* Assist in the development and review of strategic operational policy relating to water, floodplain and coastal zone management.
* Assist Councils in applying for funds and assess applications for funding under the NSW Coastal, Estuary and Floodplain Management Programs.
* Maintain accurate records for grant-assisted projects; and monitor and report on progress against project milestones as required.
* Provide specialist advice for inclusion in responses on environmental planning and assessment matters, and contribute to Branch and Region-wide problem solving as required.
* Implement procedures and best management practice to ensure technical and policy advice is appropriately applied.

# Key challenges

* Integrating consideration of natural processes, hazards and risks with total water-cycle and waterway health objectives and outcomes.
* Working with Councils and other stakeholders to facilitate and influence the timely preparation and implementation of studies and plans, consistent with policy and best practice, including the engagement of the community.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | Receive guidance, provide advice and exchange information |
| Internal Stakeholders | Work collaboratively, provide advice and exchange information |
| **External** |  |
| Local Government  | Collaborate, consult and influence in relation to Coastal, Estuary and Floodplain Management |

# Role dimensions

## Decision making

The Senior Water Floodplains and Coast 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

Reports to the Senior Team Leader – Water Floodplains and Coast.

## Direct reports

Nil.

## Budget/Expenditure

Nil.

# Essential requirements

Degree level tertiary qualifications in engineering, environmental science, natural resource management, or related discipline.

Comprehensive knowledge of integrated water, floodplain and coastal zone management policy and practice including knowledge of relevant legislation and knowledge of regional land-use planning and metropolitan water planning.

Current Class C (minimum) NSW Driver Licence or equivalent

# Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](file:///%5C%5CDNS-323%5CVolume_1%5CClients%5C2014%5CFolk%5CPSC%5Cv16_12March2014%5Cwww.psc.nsw.gov.au%5Ccapabilityframework).

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

| NSW Public Sector Capability Framework |
| --- |
| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Intermediate  |
| **Act with Integrity** | **Adept** |
| **Manage Self** | **Adept** |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Advanced** |
| Commit to Customer Service | Intermediate |
| Work Collaboratively | Intermediate |
| **Influence and Negotiate** | **Advanced** |
|  | **Deliver Results** | **Adept** |
| Plan and Prioritise | Intermediate |
| **Think and Solve Problems** | **Adept** |
| Demonstrate Accountability | Adept |
|  | Finance | Intermediate |
| Technology | Intermediate |
| Procurement and Contract Management | Intermediate  |
| **Project Management** | **Adept** |

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

| NSW Public Sector Capability Framework |
| --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**Act with Integrity | Adept | Represent the organisation in an honest, ethical and professional way and encourage others to do soDemonstrate professionalism to support a culture of integrity within the team/unitSet an example for others to follow and identify and explain ethical issuesEnsure that others understand the legislation and policy framework within which they operateAct to prevent and report misconduct, illegal and inappropriate behaviour |
| **Personal Attributes**Manage Self | Adept | Look 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 a high level of personal motivation |
| **Relationships**CommunicateEffectively | Advanced | Present with credibility, engage varied audiences and test levels of understandingTranslate technical and complex information concisely for diverse audiencesCreate opportunities for others to contribute to discussion and debate Actively listen and encourage others to contribute inputsAdjust style and approach to optimise outcomesWrite fluently and persuasively in a range of styles and formats |
| **Relationships**Influence andNegotiate | Advanced | Influence others with a fair and considered approach and present persuasive counter-arguments Work towards mutually beneficial win/win outcomesShow sensitivity and understanding in resolving acute and complex conflicts Identify key stakeholders and gain their support in advance Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromisePre-empt and minimise conflict within the organisation and with external stakeholders |
| **Results**Deliver Results | Adept | Take responsibility for delivering on intended outcomes Make sure team/unit staff understand expected goals and acknowledge successIdentify resource needs and ensure goals are achieved within budget and deadlines Identify changed priorities and ensure allocation of resources meets new business needsEnsure financial implications of changed priorities are explicit and budgeted forUse own expertise and seek others' expertise to achieve work outcomes |
| **Results**Think and Solve Problems | Adept | Research and analyse information, identify interrelationships and make recommendations based on relevant evidenceAnticipate, identify and address issues and potential problems and select the most effective solutions from a range of options Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectivenessIdentify and share business process improvements to enhance effectiveness |
| **Business Enablers**Project Management | Adept | Prepare clear project proposals and define scope and goals in measurable termsEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsPrepare accurate estimates of costs and resources required for more complex projectsCommunicate the project strategy and its expected benefits to othersMonitor the completion of project milestones against goals and initiate amendments where necessary Evaluate progress and identify improvements to inform future projects |