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| **Cluster** | Planning & Environment  |
| **Agency** | Environment Protection Authority |
| **Division/Branch/Unit** | Regulatory Services/Forestry Branch |
| **Location** | Sydney |
| **Classification/Grade/Band** | Environmental Officer Class 9 |
| **Role Number**  | 30083 & 37399 |
| **ANZSCO Code** | 224412 |
| **PCAT Code** | 2221192 |
| **Date of Approval** | May 2018 |
| **Agency Website** | [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au)  |

# Agency overview

The NSW Environment Protection Authority (EPA) is the state‘s primary environmental regulator. We work to protect our community and the environment as a leader, partner and protector. Our vision is for New South Wales to have a healthy environment, healthy community and healthy business. We believe healthy ecosystems are the foundation for healthy communities, a healthy economy and for enhancing Iiveability.

We lead in protecting our air, waterways, land and the health of the community for the future.

We work with communities, government and business to reduce our impact on the environment.

We hold people and organisations to account through licensing, monitoring, regulation and enforcement.

# Primary purpose of the role

The Senior Policy Officer manages, or contributes to, policy development projects, provides advice on complex native forestry policy issues and conducts policy evaluations. It advises on EPA regulatory frameworks for native forestry activities to ensure NSW delivers environmentally sustainable forest outcomes and delivers on NSW and EPA strategic goals.

The Forestry Branch supports the Minister and the EPA Executive by leading the development of strategic native forestry policy, influencing whole-of-government and national policy formation and providing policy advice relevant to native forestry regulation and environment protection.

# Key accountabilities

* Contribute to the development of effective policy; coordinate the development of strategic policy, and contribute to the development of legislative and regulatory reforms as relevant to the regulation of native forestry on public and private land.
* Undertake research and scan the external operating context to understand the social and economic forces interacting with operational activities and policy frameworks; and engage with senior staff to understand the government’s and Ministers forestry policy directions.
* Develop solutions to policy problems; consider the spectrum of policy choices such as regulation, quasi-regulation, education information and economic instruments.
* Prepare clear policy advice based on appropriate factual evidence and research, and a comprehensive understanding of EPA’s legislative and strategic policy framework.
* Research best practice policy and evaluation design; and assist to strengthen the strategic policy and evaluation capability of the agency.
* Provide essential support and advice services to regional officers including developing policy, tools and guidance to assist with delivering transparent, consistent and accountable environmental regulation across NSW.
* Prepare high quality and fit-for-purpose correspondence, briefings, reports, and other written material as required, to agreed timeframes.
* Work closely with subject matter experts including specialists from the Office of Environment and Heritage (OEH) and Legal Services Division, including participating in multi-disciplinary project teams involving a range of stakeholders and represent the EPA on various forums, including internal and external working groups, workshops and conferences.

# Key challenges

* Contributing to policy issues that are diverse, with significant community impact and which may attract high community and media scrutiny.
* Developing effective working relationships with internal and external stakeholders; agency, government, industry and community representatives
* Designing creative solutions to achieve effective policy outcomes within the complexities of inter-agency and inter-governmental processes for policy development.

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# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Supervisor | * Escalate issues, keep informed, advise and receive instructions
* Provide input into policy development and recommend variations where required
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| Team members | * Work collaboratively to contribute to achieving the team’s business outcomes
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| Clients | * Consult and liaise to obtain feedback regarding policy issues and directions
* Communicate policy proposals
* Provide advice on complex policy issues
* Resolve and provide solutions to policy issues
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| **External** |  |
| Stakeholders | * Establish and maintain relationships to promote and encourage engagement and participation in policy and regulatory processes
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| Agencies | * Establish and maintain relationships to promote and encourage collaboration, information sharing and engagement in policy and regulatory processes
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# Role dimensions

## Decision making

The role operates with some level of autonomy within a framework of corporate policies, budget allocation and a business plan. The position determines their day to day work priorities for themselves and any project staff supervised.

## Reporting line

Reports to the allocated Supervisor/Manager.

## Direct reports

Nil; but at times will be given the opportunity to lead policy project teams comprising of a mix of policy officers, operations officers and graduates.

## Budget/Expenditure

Nil.

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# Essential requirements

Tertiary qualifications and/or experience in the provision of policy advice in a complex and multi-disciplinary environment.

Experience in the development and delivery of high level strategic advice, policy and programs to Government.

# 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](http://www.psc.nsw.gov.au/capabilityframework).

## 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 | Intermediate |
| **Manage Self** | **Adept** |
| Value Diversity | Intermediate  |
|  | **Communicate Effectively** | **Adept** |
| Commit to Customer Service | Intermediate |
| **Work Collaboratively** | **Adept** |
| **Influence and Negotiate** | **Intermediate** |
|  | **Deliver Results** | **Intermediate** |
| Plan and Prioritise | Adept |
| **Think and Solve Problems** | **Adept** |
| Demonstrate Accountability | Intermediate |
|  | Finance | Foundational |
| Technology | Intermediate |
| Procurement and Contract Management | Foundational |
| **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**Manage Self | Adept | * 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 a high level of personal motivation
 |
| **Relationships**Communicate Effectively | Adept | * Tailor communication to the audience
* Clearly explain complex concepts and arguments to individuals and groups
* Monitor own and others’ non-verbal cues and adapt where necessary
* Create opportunities for others to be heard
* Actively listen to others and clarify own understanding
* Write fluently in a range of styles and formats
 |
| **Relationships**Work Collaboratively | Adept | * Encourage a culture of recognising the value of collaboration
* Build co-operation and overcome barriers to information sharing and communication across teams/units
* Share lessons learned across teams/units
* Identify opportunities to work collaboratively with other teams/ units to solve issues and develop better processes and approaches to work
 |
| **Relationships**Influence and Negotiate | Intermediate | * Utilise facts, knowledge and experience to support recommendations
* Work towards positive and mutually satisfactory outcomes
* Identify and resolve issues in discussion with other staff and stakeholders
* Identify others’ concerns and expectations
* Respond constructively to conflict and disagreements
* Keep discussion focused on the key issues
 |
| **Results**Deliver Results | Intermediate | * Complete work tasks to agreed budgets, timeframes and standards
* Take the initiative to progress and deliver own and team/unit work
* Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals
* Seek and apply specialist advice when required
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| **Results**Think & Solve Problems | Adept | * Research and analyse information, identify interrelationships and make recommendations based on relevant evidence
* Anticipate, 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 effectiveness
* Identify and share business process improvements to enhance effectiveness
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| **Business Enablers**Project Management | Adept | * Prepare clear project proposals and define scope and goals in measurable terms
* Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements
* Prepare accurate estimates of costs and resources required for more complex projects
* Communicate the project strategy and its expected benefits to others
* Monitor the completion of project milestones against goals and initiate amendments where necessary
* Evaluate progress and identify improvements to inform future projects
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