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| --- | --- |
| **Cluster** | Planning & Environment |
| **Agency** | Office of Environment and Heritage |
| **Division/Branch/Unit** | Science Division |
| **Location** | Various |
| **Classification/Grade/Band** | Environment Officer Class 5 |
| **Role Number** | 39611 |
| **ANZSCO Code** | 311411 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | June 2016 |
| **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

The Assistant Scientist is responsible for the delivery of analytical services and advice to environmental programs and projects with a focus on chemical and physical analysis of Soil and Water.

# Key accountabilities

* Support senior scientific/technical staff in undertaking scientific/technical projects and activities to deliver high quality science that meets organisational objectives and appropriate standards of scientific rigor.
* Use established collaborative networks to support more senior staff to deliver science programs to support the effective delivery of science programs.
* Provide timely advice and communication to project team members regarding project status and implementation issues to support the effective delivery of science programs.
* Actively contribute to the team, seek views and opinions of others, support science knowledge management within the OEH and maintain a commitment to open communication to support effective knowledge sharing within OEH.
* Assist project team members to prepare a range of project related information as instructed to support successful project delivery.
* Provide advice and support to team members in undertaking laboratory tasks including analytical and laboratory quality assurance and implementing project plans as required to support successful project delivery
* Complies with WHS obligations and maintains awareness of OEH WHS procedures and time or budget constraints of the team or project to ensure projects are completed safely and within resource constraints

Key challenges

* Efficiently assist project scientists and collaboratively working with the team to deliver high quality information, meeting expected milestones and deliverables.
* Building and maintaining an effective working knowledge of techniques and technologies with increasing awareness of relevant best practice and standards.
* Providing timely advice to more senior staff about progress on or barriers to the delivery of the specific projects or programs.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Escalate issues, keep informed, advise and receive direction * Prepare briefings, advice and correspondence for consideration by the Manager |
| Work Team / Other Internal Staff | * Develop and maintain cooperative and productive working relationships; collaborate * Ensure that communication channels are appropriate, efficient and effective. |
| **External** |  |
| External Stakeholders | * Develop and maintain relationships * Obtain information and feedback on targeted projects and programs |

# Role dimensions

## Decision making

Set own priorities within the parameters and directions of the project, maintaining a degree of independence in developing a suitable approach in assisting on allocated projects and providing regular progress reports to the Manager.

## Reporting line

The role reports to the delegated Supervisor/ Manager.

## Direct reports

Nil.

## Budget/Expenditure

Nil.

Essential requirements

* Relevant science degree qualification and knowledge of environmental analytical chemistry and/or chemistry.
* Ability to assist in the delivery of rigorous science projects in environmental analytical chemistry.
* Demonstrated experience with maintaining and troubleshooting advanced instruments such as ICP-OES, FTIR and FIA.
* Ability to work in collaboration with research partners to deliver customer focused results from science projects.

# 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 | Foundational |
| Act with Integrity | Foundational |
| **Manage Self** | **Intermediate** |
| Value Diversity | Foundational |
|  | Communicate Effectively | Intermediate |
| Commit to Customer Service | Intermediate |
| **Work Collaboratively** | **Intermediate** |
| Influence and Negotiate | Foundational |
|  | Deliver Results | Foundational |
| Plan and Prioritise | Foundational |
| **Think and Solve Problems** | **Intermediate** |
| Demonstrate Accountability | Intermediate |
|  | Finance | Foundational |
| **Technology** | **Adept** |
| Procurement and Contract Management | Foundational |
| Project Management | Intermediate |

## 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 | Intermediate | Adapt existing skills to new situations  Show commitment to achieving work goals  Show awareness of own strengths and areas for growth and develop and apply new skills  Seek feedback from colleagues and stakeholders  Maintain own motivation when tasks become difficult |
| **Relationships**  Work Collaboratively | Intermediate | Build a supportive and co-operative team environment  Share information and learning across teams  Acknowledge outcomes which were achieved by effective collaboration  Engage other teams/units to share information and solve issues and problems jointly  Support others in challenging situations |
| **Results**  Think and Solve Problems | Intermediate | Research and analyse information and make recommendations based on relevant evidence  Identify issues that may hinder completion of tasks and find appropriate solutions  Be willing to seek out input from others and share own ideas to achieve best outcomes  Identify ways to improve systems or processes which are used by the team/unit |
| **Business Enablers**  Technology | Adept | Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks  Identify opportunities to use a broad range of communications technologies to deliver effective messages  Understand, act on and monitor compliance with information and communications security and use policies  Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business  Support compliance with the records, information and knowledge management requirements of the organisation |