

Role Description

Environmental Officer

Cluster	Industry, Skills & Regional Development
Agency	Lands
Division/Branch/Unit	Soil Conservation Service
Location	Various
Classification/Grade/Band	Departmental Officer Grade 5/6
ANZSCO Code	234312
PCAT Code	1119192
Date of Approval	2016

Agency overview

The NSW Department of Industry Skills and Regional Development (known as the NSW Department of Industry) leads the state government's contribution to making NSW:

- A fertile place to invest and to produce goods and services, and thereby
- Create jobs and opportunities for our citizens

We support all areas of economic activity where NSW has competitive strengths. We also have responsibilities for:

- Skill formation and development to match industry demand
- Partnering with stakeholders in stewardship and sustainable use of the state's natural resources; and
- Supporting economic growth in the regions.

Our strategies are built on close relationships to understand industry's needs. We deliver a wide range of training and specialist advisory services; and we help to secure efficient and dependable government decision-making that contributes to business confidence. We measure our success by the:

- Growth in quantity of employment and the value of output; and the
- Competitiveness and sustainability of industries in NSW.

The Department of Industry - Lands (DoI-Lands) develops strategy, programs and policy for the management of the Crown land estate, oversees forestry research, policy and regulations, provides specialist commercial services through the Soil Conservation Service and oversees the operation of cemeteries and crematoria.

The Soil Conservation Service is a commercial environmental consulting business specializing in project management; land rehabilitation, erosion control and resource protection.

Primary purpose of the role

Working in a commercially focused business the Environmental Officer leads the delivery of project management activities across a range of natural resource and/or civil consulting projects to industry stakeholders and clients.

Key accountabilities

- Identify client needs and deliver soil conservation and environmental consulting projects on a profitable basis while promoting and managing a successful commercial consulting business at cost centre level.
- Apply environmental and technical expertise to address natural resource management and construction issues in a cost effective and efficient manner.
- Actively seek environmental projects in the market place and negotiate with clients on technical and financial aspects and outcomes.
- Lead project teams and/or work alone, source and deploy appropriate resources and organise works programs to optimum efficiency across a range of situations and locations within NSW, interstate or internationally.
- Prepare detailed technical reports and plans and be able to implement projects following specifications and technical drawings prepared in-house or by third parties.
- Prepare and review contracts and tender documents and contribute to the achievement of project outcomes.
- Operate within the SCS's Integrated Management System framework and implement practices and standards.
- Take steps to implement WHS, Environmental Standards and Quality Management practices and procedures as outlined within the Soil Conservation Service's Integrated Management System (IMS) and Department of Industry NSW safety policies and guidelines.

Key challenges

- Provide practical solutions to a diverse range of natural resource management problems/issues and deliver beneficial outcomes to clients on a fee-for-service basis.
- Ensure projects are set up and run using the SCS Integrated Management System (IMS) standards and procedures and are completed on time, to specification and within budget.
- Establish networks and develop effective partnerships with industry stakeholders and clients and win commercial projects in natural resource management and/or civil construction.

Key relationships

Who	Why
Internal	
Area Manager, Consult Co-ordinator, Senior Environmental Officer, senior management and program support staff	<ul style="list-style-type: none">• Provide advice and support in the delivery of a consultancy service which involves the planning, design, costing, implementing and managing a range of environmental and/or civil consulting projects.
External	
Stakeholders/Customers	<ul style="list-style-type: none">• Commercial clients, government entities, landholders, subcontractors.

Role dimensions

Decision making

In consultation with the Senior Project Officer, the role is responsible for making decisions relating to the management of a range of environmental and/or civil consulting projects.

Reporting line

Area Manager, Senior Environmental Officer or Senior Projects Officer

Direct reports

Nil

Budget/Expenditure

N/A

Essential requirements

- Project or site management capability, practical working knowledge in the design and implementation of soil and water conservation projects, including agricultural conservation earthworks and understanding of environmental principles and legislation.
- Current Class C drivers licence and willingness to travel away from your district and work in other areas, at times interstate.
- Demonstrated experience leading project teams





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

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
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Foundational
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

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	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Relationships Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> • Support a culture of quality customer service in the organisation • Demonstrate a thorough knowledge of the services provided and relay to customers • Identify and respond quickly to customer needs

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Consider customer service requirements and develop solutions to meet needs Resolve complex customer issues and needs Co-operate across work areas to improve outcomes for customers
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> Take responsibility and be accountable for own actions Understand delegations and act within authority levels Identify and follow safe work practices, and be vigilant about their application by self and others Be alert to risks that might impact the completion of an activity and escalate these when identified Use financial and other resources responsibly
Business Enablers Project Management	Foundational	<ul style="list-style-type: none"> Plan and deliver tasks in line with agreed schedules Check progress against schedules, and seek help to overcome barriers Participate in planning and provide feedback about improvements to schedules