

Role Description

Conservation Field Officer

Cluster	Industry
Agency	Department of Industry
Division/Branch/Unit	Local Land Services / Soil Conservation Service
Location	Cronulla/Various
Classification/Grade/Band	Conservation Field Officer Grade 1-5
Role Number	TBA
ANZSCO Code	234311
PCAT Code	1119192
Date of Approval	August 2017
Agency Overview	https://www.lls.nsw.gov.au/

Agency overview

Local Land Services (LLS) was established in January 2014 to provide quality, customer- focused services to landholders and the community across New South Wales. The organisation brings together the agricultural advice, biosecurity, natural resource management, emergency services and Soil Conservation Service functions previously provided by 28 organisations into a single organisation comprising around 950 staff with a budget of approximately \$225 million.

LLS provides products and services that are strongly focused on meeting local customer needs, combined with the strength of being a single organisation governed by the Local Land Services Board. Eleven local regions, Sustainable Land Management and the Soil Conservation Service are responsible for local delivery. Each local region has a local board which is responsible for the oversight of day-to- day operations and local strategic direction in line with state priorities. The regions vary in geographic and organisational size and are supported by the state operations unit.

The Sustainable Land Management business unit provides regulatory services under the Biodiversity Conservation Act 2017 and the Soil Conservation Service is a commercial entity for environmental consulting and soil conservation services.

Primary purpose of the role

Work as part of a team on a range of environmental and civil construction projects utilising both SCS and contract staff and resources.

Key accountabilities

- Participate in work teams comprising SCS and contractors.
- Undertake a broad range of worksite activities and plan the implementation of soil and water conservation earthworks, civil works and asset maintenance programs.
- Maintain property, machinery and equipment.

- Source goods and services, evaluate the performance of contractors and operate within a financial budget framework.
- Undertake a range of computer and office tasks and produce job progress reports.
- Ensure compliance with all quality, safety and environmental requirements of the work site.
- Requirement to travel, work overtime, camp away from home and be involved in projects within the state and interstate, when necessary.

Key challenges

- Ensure proper and efficient operation and application of a range of machinery and plant to a high degree of precision and monitor site conditions and adjust work team patterns accordingly.
- Carry out all work at maximum efficiency and cost effectiveness and be proactive in anticipating problems before they arise and plan ahead to deal with them.
- Display leadership, decisiveness and inspire subordinates and capacity to conceptualise a completed project at the planning stage.

Key relationships

Who	Why
Internal	
Team Supervisor	<ul style="list-style-type: none"> • Provide advice in relation to a range of environmental and civil construction projects. • Conduct physical analysis of soil and water samples and prepare reports including preparation of samples and calculation of results.
Other staff	<ul style="list-style-type: none"> • Deliver information and provide guidance for the implementation of soil and water conservation earthworks, civil works and asset maintenance programs as well as maintenance of property, machinery and equipment.
External	
Industry clients/stakeholders	Seek information and provide advice in the planning and implementation of environmental and civil construction projects

Role dimensions

Decision making

In consultation with the Team Supervisor/Leader, they are responsible for making decisions in relation to the management of a range of projects, sourcing goods and services and maintenance of property, machinery and equipment.

Reporting line

Team Supervisor/Leader

Direct reports

May supervise project teams as required.

Budget/Expenditure

NIL

Essential requirements

- Technical and construction expertise and working knowledge of quality, safety and environmental control procedures as they relate to day-to-day work activities and proficient at operating a range of machinery safely.
- Ability to undertake site briefings, training and induction.
- Capacity to interpret plan drawings and maps and ensure compliance with work specifications including completion of paperwork.
- Current Class C drivers licence and willingness to travel.
- Front End Loader Operations, Chainsaw Operations (Level 1), First Aid training, 4WD training and Agricultural Chemicals Handling Cours






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	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Recognise and report misconduct, illegal or inappropriate behaviour Report and manage apparent conflicts of interest
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> Focus on key points and speak in 'Plain English' Clearly explain and present ideas and arguments Listen to others when they are speaking and ask appropriate, respectful questions Monitor own and others' non-verbal cues and adapt where necessary Prepare written material that is well structured and easy to follow by the intended audience Communicate routine technical information clearly
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 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 Think & Solve Problems	Intermediate	<ul style="list-style-type: none"> 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
Results Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> Take responsibility for own actions Be aware of delegations and act within authority levels Be aware of team goals and their impact on work tasks Follow safe work practices and take reasonable care of own and others health and safety Escalate issues when these are identified
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
People Management Manage & Develop People	Intermediate	<ul style="list-style-type: none"> Ensure that roles and responsibilities are clearly communicated Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Develop team capability and recognise and develop potential in people• Be constructive and build on strengths when giving feedback• Identify and act on opportunities to provide coaching and mentoring• Recognise performance issues that need to be addressed and work towards resolution of issues