|  |  |
| --- | --- |
| **Cluster** | Planning & Environment |
| **Agency** | Office of Environment & Heritage |
| **Division/Branch/Unit** | National Parks & Wildife Service |
| **Location** | Various |
| **Classification/Grade/Band** | Clerk Grade 7-8 |
| **Role Number** | Generic |
| **ANZSCO Code** | TBC |
| **PCAT Code** | TBC |
| **Date of Approval** | 17 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

Leads the implementation, coordination and monitoring of approved projects and initiatives for the effective and efficient delivery of priority threatened species programs to achieve corporate objectives in conservation and biodiversity management under the Saving our Species (SOS) Program.

# Key accountabilities

* Lead the implementation of projects and management strategies for the Saving our Species Program in collaboration with other members of the team, other OEH staff and external stakeholders.
* Lead and supervise staff, contractors, volunteers and other individuals or groups in the implementation of SOS projects, including ensuring that all statutory obligations are met.
* Prepare and contribute to species project plans including species conservation and monitoring plans either in collaboration with the Species Coordinator or in the capacity of Species Coordinator if appropriate.
* Provide expert advice on relevant species management methods and recommend changes to be implemented which will improve the effectiveness of the Program.
* Responsible for ensuring data quality and accuracy in collecting, populating, managing and updating corporate data sets with information about the distribution, ecology, threats and management of threatened species, populations and endangered ecological communities.
* Identify and analyse related corporate or other data sets to support program reporting and the adaptive management of threatened species projects.
* Provide expert advice and guidance to OEH staff, the Executive and Minister on threatened species projects and actions, ensuring information is accurate and timely.
* Represent OEH on relevant committees and working groups as required, including liaison with governance bodies and committees on issues related to threatened species.

Key challenges

* Required to exercise influence and direction across teams and organisations in order to achieve project outcomes, including working effectively with staff from other operational areas, other organisations and members of the community.
* Identifying key opportunities to create effective internal and external partnerships to deliver positive outcomes for threatened species.
* Required to keep updated on internal and external natural, cultural and historic heritage conservation issues, policies and approaches.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Program Manager (SoS) | * Escalate issues related to the SOS program and the implementation of projects, keep informed, advise and receive direction
* Receive guidance, strategic direction and support, provide advice and exchange information
* Participate in and support program management for the SOS program including program reporting and providing species-specific expertise
 |
| Management Team | * Escalate issues related to daily management and administration, ensure compliance with corporate requirements, receive supervision
* Participate in and support regional management processes to meet regional, divisional and corporate requirements
 |
| Expert Staff | * Work closely with expert staff in the region and across the agency related to management of threatened species such as pest and weed specialists, fire management specialists, or heritage specialists
 |
| Staff and contractors | * Manage, lead and supervise staff and contractors on specific projects and activities
* Develop and maintain cooperative and productive working relationships; collaborate on project design and delivery
 |
| **External** |  |
| External Stakeholders | * Develop and maintain relationships
* Obtain information and feedback on targeted projects and programs
 |
| Volunteers | * Ensure safe and effective use of volunteers
 |
| Community and other Government Agencies | * Form and manage partnerships to support cross tenure threatened species management
 |

# Role dimensions

## Decision making

The role operates with a high level of autonomy within the context of the agreed performance and development plan and makes decisions within the limits of delegated authority. The role is accountable for the delivery of assigned work and is directed by its supervisor/manager on work priorities, complex issues and all matters requiring a higher authority to determine and resolve issues. Makes decisions on a day to day basis regarding the direction of resources including equipment, staff and volunteers to suit project needs. May be required to obtain a firearms license and use a firearm in pest control work.

## Reporting line

Reports to the allocated Manager or Supervisor.

## Direct reports

Direct reports range from 2 to 8 staff.

## Budget/Expenditure

As allocated by the SOS Program.

Essential requirements

Previous experience developing and implementing a multi-stakeholder threatened species management project or program.

Demonstrated competency in data analysis and use of information systems including working knowledge of GIS, databases and statistical applications.

# Current class c driver’s licence and willingness to obtain a 4WD operation certificate.

# 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** | **Adept** |
| **Manage Self** | **Intermediate** |
| Value Diversity | Intermediate |
|  | Communicate Effectively | Intermediate |
| Commit to Customer Service | Intermediate |
| **Work Collaboratively** | **Adept** |
| Influence and Negotiate | Intermediate |
|  | **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** |
|  | **Manage and Develop People** | **Adept** |
| Inspire Direction and Purpose | Foundational |
| Optimise Business Outcomes | Intermediate |
| 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 | 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 | Intermediate | Adapt existing skills to new situationsShow commitment to achieving work goalsShow awareness of own strengths and areas for growth and develop and apply new skillsSeek feedback from colleagues and stakeholdersMaintain own motivation when tasks become difficult |
| **Relationships**Work Collaboratively | Adept | Encourage a culture of recognising the value of collaborationBuild co-operation and overcome barriers to information sharing and communication across teams/unitsShare lessons learned across teams/unitsIdentify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work |
| **Results**Deliver Results | Adept | Take responsibility for delivering on intended outcomesMake sure team/unit staff understand expected goals and acknowledge successIdentify resource needs and ensure goals are achieved within budget and deadlinesIdentify 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**Demonstrate Accountability | Adept | Assess work outcomes and identify and share learnings to inform future actionsEnsure that actions of self and others are focused on achieving organisational outcomesExercise delegations responsiblyUnderstand and apply high standards of financial probity with public monies and other resourcesIdentify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and othersConduct and report on quality control auditsIdentify risks to successful achievement of goals, and take appropriate steps to mitigate those risks |
| **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 necessaryEvaluate progress and identify improvements to inform future projects |
| **People Management**Manage and Develop People | Adept | Define and clearly communicate roles and responsibilities to achieve team/unit outcomesNegotiate clear performance standards and monitor progressDevelop team/unit plans that take into account team capability, strengths and opportunities for developmentProvide regular constructive feedback to build on strengths and achieve resultsAddress and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective wayMonitor and report on performance of team in line with established performance development frameworks |