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| **Cluster** | Planning & Environment |
| **Agency** | Environment Protection Authority |
| **Division/Branch/Unit** | Forestry/Strategic Regulation and Reform |
| **Location** | Various |
| **Classification/Grade/Band** | Environment Officer Class 12 |
| **Role Number** | Generic |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | August 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

Lead a team responsible for delivering technical and policy advice, programs and projects on biodiversity conservation, soil and water protection and systems/technology to support the regulation of native forestry on public and private land. Significantly contribute to the development and implementation of strategic conservation and regulatory programs and strategies to ensure ecologically sustainable forestry management on public and private land in NSW.

# Key accountabilities

* Supervise a multidisciplinary team in delivering biodiverity conservation, soil and water and technical programs, policy advice, and support to ensure ecologically sustainable forest management outcomes.
* Provide guidance, training and leadership to internal and external stakeholders on environmental conservation to ensure policies, programs and legislative requirements on a wide range of complex threatened species or soil conservation and legislative responsibilities. Including: the development, implementation and/or amendment of relevant legislation, strategies, policies, procedures and programs.
* Represent, negotiate and facilitate at internal and external meetings, workshops and forums on native forest management and conservation in keeping with EPA and Government policies, priorities and positions. Including communicating complex technical information relevant to threatened species, technology, soil and water conservation and ecologically sustainable forest management.
* Work closely with key internal and external stakeholders such as industry, council, landowners, State government agencies and the wider community to promote, educate, influence, negotiate with and gain support for priority environmental policies and programs.
* Identify, propose and support interpretation of scientific results and technical studies to ensure that policy proposals are based on a sound appreciation of the evidence and allow appraisal of the relative effectiveness of strategic policy and legislation.
* Provide essential support services to EPA operational officers, by developing and refining environmental policy, programs, tools, technology and guidance to assist with delivering transparent, consistent and accountable regulation across NSW. This is essential to the delivery of a consistent and credible regulatory approach for the legislation the EPA administers and for maximising the effectiveness and efficiency of the EPA’s activities.
* Lead multi-disciplinary project teams, including establishing project scopes and priorities, developing project schedules, identifying resources, monitor and report, and ensuring project targets are delivered on time, within scope and within budget.
* Provide high quality and timely information and advice on complex issues projects and programs. Identify opportunities, solutions and strategies to resolve contentious, long-term and emerging issues. This includes the preparation of high quality complex reports, discussion papers, summary reviews, correspondence and submissions.

Key challenges

* Ensure activities used to tackle complex environmental issues consider suitable mixes of policy, regulatory, economic and educational tools and instruments. Deliver projects, policies and programs that achieve improved environmental and conservation outcomes whilst taking into account legal, economic and social factors relevant to native forestry.
* Deal with a broad range of complex and politically sensitive issues often with tight deadlines and a climate of frequently changing work priorities, resourcing and activities. Respond with fit for purpose solutions for significant and/or controversial issues, set your own and your teams work priorities and ensure activities are delivered within timeframes, budget and with minimal supervision.
* Influence entrenched attitudes and priorities of the community, industry and government with a view to translate projects and programs into specific regulations, policies or procedures that balance environmental outcomes with the relevant views, expectations and requirement of a diverse range of stakeholders.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Receive guidance, direction and support and provide advice and exchange information * Escalate issues, keep informed, advise and receive instructions * Contribute to the formulation of advice and guidance on policy development |
| Staff and Project Team(s) | * Inspire and motivate team, provide direction and manage performance * Guide, support, coach and mentor team members * Encourage the team to work collaboratively to contribute to achieving the team's business outcomes |
| Clients | * Provide sound and strategic technical and policy advice and support to achieve the objectives of the agency * Provide input or support to internal working groups, forums, project teams * Guide and report on the implementation of policy and program initiatives |
| **External** |  |
| Stakeholders | * Provide sound and strategic advice, policy and guidance to external stakeholders including the public, local councils, private landholders, state and feral governments, other government agencies, industry groups, Aboriginal communities and non-government organisations * Design and implement appropriate stakeholder engagement plans to facilitate appropriate engagement in project//program development and implementation |

Role Dimensions

Decision Making

The role works with a high degree of autonomy within the broadly defined outcomes of the EPA and within a framework of corporate policies, budget allocation and a business plan. Within this framework, the role is responsible to their Manager in determining how to achieve the objectives of the role, and is accountable for the delivery of assigned work, priorities, complex issues and all matters requiring sound evidence to determine and resolve issues.

Reporting Line

Reports to Manager Forestry Strategic Regulation and Reform.

Direct Reports

3-4 ongoing staff, and several temporary staff subject to funding

Budget/Expenditure

Project budgets from external sources, or internal allocation.

Essential requirements

A degree in Science or in a relevant natural resource discipline.

Superior knowledge of the operational and strategic requirements for the successful delivery of a range of biodiversity conservation, soil or water conservation or natural resource management programs.

High level experience in developing, implementing and monitoring strategic and operational plans for the delivery of complex programs, with a demonstrated track record of providing direction and achieving results through multidisciplinary and geographically dispersed 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](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** | **Adept** |
| Act with Integrity | Adept |
| Manage Self | Adept |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Advanced** |
| Commit to Customer Service | Intermediate |
| **Work Collaboratively** | **Adept** |
| Influence and Negotiate | Adept |
|  | **Deliver Results** | **Adept** |
| Plan and Prioritise | Adept |
| **Think and Solve Problems** | **Advanced** |
| **Demonstrate Accountability** | **Adept** |
|  | Finance | Intermediate |
| **Technology** | **Adept** |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **Adept** |
|  | **Manage and Develop People** | **Adept** |
| Inspire Direction and Purpose | Intermediate |
| Optimise Business Outcomes | Intermediate |
| Manage Reform and Change | 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**  Display Resilience and Courage | Adept | Be flexible, show initiative and respond quickly when situations change  Give frank and honest feedback/advice  Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively  Raise and work through challenging issues and seek alternatives  Keep control of own emotions and stay calm under pressure and in challenging situations |
| **Relationships**  Communicate Effectively | Advanced | Present with credibility, engage varied audiences and test levels of understanding  Translate technical and complex information concisely for diverse audiences  Create opportunities for others to contribute to discussion and debate  Actively listen and encourage others to contribute inputs  Adjust style and approach to optimise outcomes  Write fluently and persuasively 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 |
| **Results**  Deliver Results | Adept | Take responsibility for delivering on intended outcomes  Make sure team/unit staff understand expected goals and acknowledge success  Identify resource needs and ensure goals are achieved within budget and deadlines  Identify changed priorities and ensure allocation of resources meets new business needs  Ensure financial implications of changed priorities are explicit and budgeted for  Use own expertise and seek others’ expertise to achieve work outcomes |
| **Results**  Think and Solve Problems | Advanced | Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues  Work through issues, weigh up alternatives and identify the most effective solutions  Take account of the wider business context when considering options to resolve issues  Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements  Implement systems and processes that underpin high quality research and analysis |
| **Results**  Demonstrate Accountability | Adept | Assess work outcomes and identify and share learnings to inform future actions  Ensure that actions of self and others are focused on achieving organisational outcomes  Exercise delegations responsibly  Understand and apply high standards of financial probity with public monies and other resources  Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others  Conduct and report on quality control audits  Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks |
| **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 |
| **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 |
| **People Management**  Manage and Develop People | Adept | Define and clearly communicate roles and responsibilities to achieve team/unit outcomes  Negotiate clear performance standards and monitor progress  Develop team/unit plans that take into account team capability, strengths and opportunities for development  Provide regular constructive feedback to build on strengths and achieve results  Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way  Monitor and report on performance of team in line with established performance development frameworks |