

# Role Description

## Senior Natural Resource Management Officer



Department  
of Industry

|                                      |  |
|--------------------------------------|--|
| Cluster                              | Industry   |
| Agency                               | Department of Industry   |
| Division/Branch/Unit                 | Lands & Water/Crown Lands/Regional Services                            |
| Location                             | Various  |
| Classification/Grade/Band            | Departmental Officer Grade 5/6   |
| Role Family <i>internal use only</i> |  |
| Role Number                          | Various  |
| ANZSCO Code                          |  |
| PCAT Code                            |  |
| Date of Approval                     | November 2014  |
| Agency Website                       | <a href="http://www.crownland.nsw.gov.au">www.crownland.nsw.gov.au</a> |

### Agency overview

The NSW Department of Industry leads the state government's contribution to making NSW a place where people want to live and work and businesses choose to invest and grow.

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 Lands and Water Division (L&W) is a new division and has the mandate to transform the way it does its business.

The purpose and strategy of the new division is currently being refreshed but it will continue to be responsible for:

- policy, planning, regulation, monitoring and evaluation of the State's surface water and groundwater resources and representing the NSW government in water management nationally

- strategy, policy and programs for the stewardship of Crown Lands for NSW and overseeing the management and operation of cemeteries and crematoria.

## Primary purpose of the role

The Senior Natural Resource Management Officer undertakes environmental, planning, natural resource and land management activities to achieve government priorities in the management of Crown land.

## Key accountabilities

- Provide property management advice and a proactive, consistent and effective client advisory service
- Undertake routine environmental assessments and studies and land management and planning activities for effective and timely delivery of Crown land outcomes
- Take appropriate steps to ensure clients are fully aware of departmental objectives in negotiation of Crown land issues
- Organise hazard reduction activities to mitigate the public liability risk
- Assist in maintaining the integrity of land information data
- Undertake a broad range of specialist administrative and office management tasks and projects

## Key challenges

- Providing appropriately balanced and timely advice, recommendations and briefings on environmental, planning, hazard and land management issues and working with conflicting priorities in high workload environment
- Assessing cases and providing appropriate responses and decisions which are often external to the office environment
- Interpreting and applying a broad range of environmental and planning legislation, policies and procedures

## Key relationships

| Who                                | Why  |
|------------------------------------|--|
| <b>Internal</b>                    |  |
| Group Leader and Senior Management | <ul style="list-style-type: none"> <li>• Contribute to recommendations and provide advice in relation to environmental assessments, studies and routine land management and planning activities</li> </ul> |
| Other office staff                 | <ul style="list-style-type: none"> <li>• Provide input to the team in respect to environmental and land management issues</li> </ul>   |
| <b>External</b>                    |  |
| External Stakeholders/Clients      | <ul style="list-style-type: none"> <li>• Seek information and deliver timely and accurate advice to support Crown Lands policy and procedures for the management of the Crown Estate</li> </ul>            |

## **Role dimensions**

### **Decision making**

No decision making responsibility apart from those within the scope of the immediate role and undertaking environmental assessments and land management planning activities

### **Reporting line**

Group Leader Property Management

### **Direct reports**

Nil

### **Budget/Expenditure**

No financial delegation

## **Essential requirements**

1. Tertiary qualifications in an environmental science, natural resources, planning or other relevant field and/or equivalent level of knowledge and experience
2. Current drivers licence and willingness to travel





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

### 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  |
|--|--------------|---|
| <b>Personal Attributes</b><br>Act with Integrity | Foundational | <ul style="list-style-type: none"> <li>Behave in an honest, ethical and professional way</li> <li>Take opportunities to clarify understanding of ethical behaviour requirements</li> <li>Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role</li> <li>Speak out against misconduct, illegal and inappropriate behaviour</li> <li>Report apparent conflicts of interest</li> </ul> |
| <b>Relationships</b><br>Communicate Effectively  | Intermediate | <ul style="list-style-type: none"> <li>Focus on key points and speak in 'Plain English'</li> <li>Clearly explain and present ideas and arguments</li> <li>Listen to others when they are speaking and ask appropriate, respectful questions</li> <li>Monitor own and others' non-verbal cues and adapt where</li> </ul>   |

## NSW Public Sector Capability Framework

| Group and Capability                               | Level        | Behavioural Indicators   |
|--|--------------|--|
|  |              | necessary <ul style="list-style-type: none"> <li>• Prepare written material that is well structured and easy to follow by the intended audience</li> <li>• Communicate routine technical information clearly</li> </ul>  |
| <b>Relationships</b><br>Commit to Customer Service | Intermediate | <ul style="list-style-type: none"> <li>• Support a culture of quality customer service in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> <li>• Co-operate across work areas to improve outcomes for customers</li> </ul> |
| <b>Results</b><br>Demonstrate Accountability       | Foundational | <ul style="list-style-type: none"> <li>• Take responsibility for own actions</li> <li>• Be aware of delegations and act within authority levels</li> <li>• Be aware of team goals and their impact on work tasks</li> <li>• Follow safe work practices and take reasonable care of own and others health and safety</li> <li>• Escalate issues when these are identified</li> </ul>  |
| <b>Business Enablers</b><br>Project Management     | Intermediate | <ul style="list-style-type: none"> <li>• Perform basic research and analysis which others will use to inform project directions</li> <li>• Understand project goals, steps to be undertaken and expected outcomes</li> <li>• Prepare accurate documentation to support cost or resource estimates</li> <li>• Participate and contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate any possible variance from project plans</li> </ul>            |