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| --- | --- |
| **Cluster** | Planning and Environment |
| **Agency** | Biodiversity Conservation Trust |
| **Division/Branch/Unit** | Various |
| **Location** | Sydney or regional location |
| **Classification/Grade/Band** | Environment Officer Class 11 |
| **Role Number** | Various |
| **ANZSCO Code** | 311413 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | November 2017 |
| **Agency Website** | [www.bct.nsw.gov.au](http://www.bct.nsw.gov.au) |

Agency overview

The New South Wales Biodiversity Conservation Trust (BCT) is a not-for-profit statutory body, established under Part 10 of the Biodiversity Conservation Act 2016 and managed by a Board appointed by the Minister for the Environment. The Trust’s roles are to support and encourage landholders to enter into agreements to conserve and protect biodiversity on private land, guided by the government’s Biodiversity Conservation Investment Strategy; secure biodiversity offsets when developers choose to pay into the Biodiversity Conservation Fund; and other activities that promote greater awareness of, appreciation and understanding of, biodiversity and the importance of conserving it.

Primary purpose of the role

The Principal Ecologist leads the coordination of technical advice and guidance for ecological assessments and monitoring, and contributes to the delivery of the Trust’s biodiversity conservation programs, projects and partnerships either within a region or across NSW.

# Key accountabilities

* Lead the development and delivery of effective ecological assessment, monitoring, evaluation and reporting (MER) processes and ensure actions remain relevant, contemporary and consistent with the Trust’s methods and standards.
* Coordinate and support Senior Ecologists and regional staff to undertake ecological assessments of sites proposed for (or subject to) Private Land Conservation (PLC) agreements, and / or co-ordinate delivery of such assessments with the BCT’s partners and service providers.
* Develop and maintain collaborative relationships across the Office of Environment and Heritage (OEH) Science division, universities, government agencies and other research providers, regarding ecological assessments and monitoring, to support and advance the delivery of the BCT program and to keep up to date with latest science and technology.
* Work collaboratively and provide expert technical advice to Senior Ecologists and other regional staff to build capacity, and foster skills transfer and knowledge exchange to landholders and a range of internal and external stakeholders regarding the management of protected areas, and the conservation and management of biodiversity generally.
* Provide strategic advice and recommendations based on appropriate evidence, analysis and research to shape and influence decisions and the strategic direction of the BCT’s research priorities.
* Oversee and manage some corporate databases and conduct technical program-wide analysis and evaluation to inform the BCT MER framework and relevant OEH programs assessing biodiversity.
* Implement effective program management by preparing and submitting high quality plans and briefs to management, priority setting, fiscal and resource management, evaluation, timely status and scientific reporting and delivery within scope, budget and timeframes.

Key challenges

* Working in or with geographically dispersed teams and playing a key role in the coordinated delivery of state-wide and high quality programs.
* Understanding the complexities of the BCT’s operating environment within the NSW Government’s biodiversity reforms, and with respect to other providers of environment and natural resource management (NRM) programs, and delivering effective programs in that context.
* Facilitating the statewide application of consistent methodologies, and exercising sound judgement to ensure that probity and governance standards are met in the delivery of PLC programs.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager/Supervisor | * Receive broad guidance, provide expert advice, consult and negotiate on key operational priorities and exchange information. |
| Senior Ecologists | * Coordinate and support Senior Ecologists to undertake ecological assessments and monitoring. * Work collaboratively and provide expert technical advice to build capacity, and foster skills transfer and knowledge exchange. |
| Branches/Units | * Work collaboratively to contribute to achieving business outcomes. * Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing. * Provide expert advice and guidance. |
| Client/customer | * Address queries and/or redirect to relevant party for review and resolution. |
| **External** |  |
| Customer/clients/stakeholders | * Address queries and/or redirect to relevant party for review and resolution. * Develop and maintain effective relationships with stakeholders. * Provide advice and guidance to stakeholders. * Explore collaborative opportunities and other partnerships to increase engagement and achieve BCT commitments and organisational objectives. * Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives. |

# Role dimensions

## Decision making

The role is expected to operate with high level of autonomy and independence, makes day to day decisions relating to work priorities and workload management. The role is accountable for the quality, integrity and accuracy of content of advice provided.

## Reporting line

Role reports to Manager Agreements and Technical Services.

## Direct reports

Project teams, as allocated.

## Budget/Expenditure

Project budgets, as allocated.

Essential requirements

A degree in a relevant ecological or environmental science discipline.

A valid Australian driver’s licence and willingness to travel.

Extensive experience in survey and assessment of vegetation, flora and fauna, consistent with the requirements for accreditation as an assessor using the Biodiversity Assessment Methodology.

# 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** | **Advanced** |
| **Commit to Customer Service** | **Adept** |
| Work Collaboratively | Adept |
| Influence and Negotiate | Adept |
|  | Deliver Results | Adept |
| **Plan and Prioritise** | **Adept** |
| **Think and Solve Problems** | **Adept** |
| Demonstrate Accountability | Adept |
|  | Finance | Intermediate |
| Technology | Adept |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **Adept** |
|  | Manage and Develop People | Intermediate |
| 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**  Manage Self | Intermediate | Adapt existing skills to new situations  Show commitment to achieving work goals  Show awareness of own strengths and areas for growth and develop and apply new skills  Seek feedback from colleagues and stakeholders  Maintain own motivation when tasks become difficult |
| **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**  Commit to Customer Service | Adept | Take responsibility for delivering high quality customer-focused services  Understand customer perspectives and ensure responsiveness to their needs  Identify customer service needs and implement solutions  Find opportunities to co-operate with internal and external parties to improve outcomes for customers  Maintain relationships with key customers in area of expertise  Connect and collaborate with relevant stakeholders within the community |
| **Results**  Plan and Prioritise | Adept | Take into account future aims and goals of the team/unit and organisation when prioritising own and others’ work  Initiate, prioritise, consult on and develop team/unit goals, strategies and plans  Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses  Ensure current work plans and activities support and are consistent with organisational change initiatives  Evaluate achievements and adjust future plans accordingly |
| **Results**  Think and Solve Problems | Adept | Research and analyse information, identify interrelationships and make recommendations based on relevant evidence  Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options  Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness  Identify and share business process improvements to enhance effectiveness |
| **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**  Optimise Business Outcomes | Intermediate | Develop team/unit plans that take into account team capability and strengths  Plan and monitor resource allocation effectively to achieve team/unit objectives  Ensure team members work with a good understanding of business principles as they apply to the public sector context  Participate in wider organisational workforce planning to ensure the availability of capable resources |