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| **Cluster** | Planning and Environment |
| **Agency** | Office of Environment & Heritage |
| **Division/Branch/Unit** | Science Division / Climate Change Fund Evaluation |
| **Location** | Lidcombe |
| **Classification/Grade/Band** | Environment Officer Class 9 |
| **Role Number** | Generic |
| **ANZSCO Code** | TBC |
| **PCAT Code** | TBC |
| **Date of Approval** | July 2018 |
| **Agency Website** | www.environment.nsw.gov.au |

Agency overview

The NSW Office of Environment and Heritage (OEH) 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.

Primary purpose of the role

The Senior Project Officer is responsible for providing advanced technical, scientific and analytical support for the design and delivery of evaluation projects under the NSW Climate Change Fund (CCF).

# Key accountabilities

* Support the strategic direction of climate change fund evaluations.
* Manage and deliver high quality, and cost-effective evaluations that meet organisational objectives and appropriate standards of scientific rigour.
* Provide expert evaluation advice and support to the Science Division on the development, implementation, management and reporting of evaluation projects, ensuring that technical and scientific considerations are properly considered by the Division.
* Maintain the highest standards of open communication with stakeholders, acts as a knowledge broker and delivers comprehensible data and knowledge management in evaluation and science
* Contribute to the development of project management methodologies and processes that improve productivity, encourage innovation, develop teamwork and enhance the delivery of science across the OEH.
* Prepare a range of project related documents, including briefing papers, discussion papers, reports, research papers, submissions and responses to information requests, and present scientific and technical presentations that explain complex processes clearly and are suitable for a range of audiences.
* Manage particular aspects of evaluation project implementation, including monitoring project plans, coordinating resources, managing budgets, maintaining an awareness of time and budget constraints and maintaining WHS procedures to ensure that science projects are delivered to agreed timelines and quality.

Key challenges

* Working within project teams and with collaborators to consistently deliver high quality evaluations to address priority needs identified through the CCF.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager/Supervisor | * Receive guidance and support, provide advice and exchange information. |
| Work team/other staff | * Work collaboratively to contribute to achieving business outcomes. * Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing. |
| **External** |  |
| Stakeholders | * Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives. |

# Role dimensions

## Decision making

The role operates with some level of autonomy within the context of their agreed work 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.

## Reporting line

The role reports to the CCF Evaluation Senior Team Leader.

## Direct reports

Nil

## Budget/Expenditure

Nil

Essential requirements

Scientific qualifications, well-developed knowledge and demonstrated experience in a scientific field.

Experience in planning, implementing, monitoring or evaluating projects/programs to achieve priority

objectives.

# 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 | Intermediate |
| **Manage Self** | **Adept** |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Adept** |
| Commit to Customer Service | Intermediate |
| **Work Collaboratively** | **Adept** |
| Influence and Negotiate | Intermediate |
|  | Deliver Results | Intermediate |
| Plan and Prioritise | Intermediate |
| **Think and Solve Problems** | **Adept** |
| Demonstrate Accountability | Intermediate |
|  | Finance | Intermediate |
| **Technology** | **Adept** |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **Adept** |

## 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 | Adept | Look for and take advantage of opportunities to learn new skills and develop strengths  Show commitment to achieving challenging goals  Examine and reflect on own performance  Seek and respond positively to constructive feedback and guidance  Demonstrate a high level of personal motivation |
| **Relationships**  Communicate Effectively | Adept | Tailor communication to the audience  Clearly explain complex concepts and arguments to individuals and groups  Monitor own and others’ non-verbal cues and adapt where necessary  Create opportunities for others to be heard  Actively listen to others and clarify own understanding  Write fluently 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**  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 option  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**  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 |