

Role Description

Senior Conservation Planning Officer

Cluster	Department of Planning & Environment
Agency	Office of Environment & Heritage
Division/Branch/Unit	Regional Operations Group
Location	Various
Classification/Grade/Band	Environment Officer Class 9
ANZSCO Code	TBA
Role Number	Generic
PCAT Code	TBA
Date of Approval	September 2016
Agency Website	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.

Primary purpose of the role

Provide advice to local and state government, proponents and the community on statutory and strategic planning matters and contribute to the NSW Government's initiatives in relation to environmental planning, management and conservation.

Key accountabilities

- Co-ordinate and provide advice to external stakeholders and management on development assessments and strategic environmental planning matters to ensure optimal natural, environmental and Aboriginal cultural heritage conservation outcomes.
- Ensure that environmental assessment and strategic planning advice is consistent with NSW government policies and guidelines.
- Review and report as relevant on the environmental impacts, including biodiversity and threatened species, and ensure consistency of OEH comments on planning proposals, new developments and activities including Major Projects and environmental impact statements.
- Review and contribute to the development of strategic planning documents and Environmental Planning Instruments, such as State, Regional and Local Environmental Plans in accordance with OEH responsibilities.
- Provide guidance and opinion on natural resource and heritage conservation and management for future Government reforms
- Provide timely, high quality briefing notes and other written materials on statutory and strategic planning matters ensuring high quality and accurate information to inform decision making processes.
- Undertake data analysis, biodiversity offset methodology assessment and related research on threatened species and biodiversity conservation (e.g. vegetation mapping) using tools such as offset credit calculators and geographical information systems to provide advice on statutory and strategic planning proposals.
- Maintain effective liaison and consultation with internal and external stakeholders to develop cooperative and productive working relationships, and seek and convey advice to enhance the effectiveness of strategic conservation planning. This includes representing OEH at meetings and committees dealing with strategic conservation management, ensuring that the corporate position is articulated consistently and appropriately.

Key challenges

- Liaise with and influence a range of stakeholders (proponents, local and state government, community interest groups, etc) to achieve optimal natural and cultural heritage outcomes.
- Operate with day-to-day independence and sets own priorities within agreed project scope to deliver results within budget and to agreed deadlines.

Key relationships

Who	Why
Internal	
Team Leader	Receive broad guidance and support, provide advice, recommendations and exchange information
Branch/Division	Provide advice and information
OEH	Establish and maintain effective working relationships to consult and collaborate on cross branch projects and related matters.
External	
Stakeholders	Develop and maintain effective working relationships to ensure their involvement and engagement in developing forward looking and dynamic programs and practices

Role dimensions

Decision making

The role sets their own priorities within the parameters and directions of the work program, whilst maintaining a degree of independence in developing a suitable approach in managing allocated work and determining what issues need to be referred to a higher authority.

Reporting line

Reports to Senior Team Leader

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements





- Knowledge of and experience in the interpretation of legislation, and experience in dealing with environmental planning and assessment issues.
- Experience in the assessment and analysis of strategic and complex conservation proposals.
- Current Drivers Licence.

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

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
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	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	Adept	<ul style="list-style-type: none"> 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation • 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 Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict
Results Deliver Results	Adept	<ul style="list-style-type: none"> • 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	Adept	<ul style="list-style-type: none"> • 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none">• Perform basic research and analysis which others will use to inform project directions• Understand project goals, steps to be undertaken and expected outcomes• Prepare accurate documentation to support cost or resource estimates• Participate and contribute to reviews of progress, outcomes and future improvements• Identify and escalate any possible variance from project plans
