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| **Cluster** | Planning and Environment |
| **Agency** | Office of Environment and Heritage |
| **Division/Branch/Unit** | Science Division / Executive Support and Divisional Services |
| **Location** | Sydney |
| **Classification/Grade/Band** | Environment Officer Class 5 |
| **Role Number** | 29568 & 39370 |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 2119192 |
| **Date of Approval** | June 2018 |
| **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](http://www.environment.nsw.gov.au)

Primary purpose of the role

The Assistant Project Officer supports the Executive Service Section (ESS) within the Executive Support and Divisional Services team (ESDS) with project research, analysis, reporting and administrative activities.

# Key accountabilities

* Assist ESS with project initiatives, including workforce planning and planning staff days.
* Assist with monitoring and reporting on project plans, milestones and deliverables, to ensure time, cost and quality indicators are in line with approved project plans.
* Update and collate documentation and records regarding relevant issues, policies and practices to ensure the delivery of projects complies with agreed project management methodology.
* Undertake basic research and analysis to support the ESS in assigned project areas and contribute to the preparation of project briefs to support informed decision making and planning.
* Communicate with relevant stakeholders to provide updates regarding project status and implementation issues.
* Be available to provide relief support for other roles in the branch.

Key challenges

* Delivering multiple project support activities in line with agreed standards and objectives, given tight deadlines and competing demands and priorities.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Receive and clarify guidance and instructions and report on progress against work plans. * Escalate and discuss issues. |
| Project Team | * Participate in meetings, share information and provide input on issues. * Support team members and work collaboratively to contribute to achieving team outcomes. |
| Stakeholders | * Report to and provide updates on project status. * Respond to enquiries. * Coordinate meetings and activities |
| **External** |  |
| Stakeholders | * Provide reports and updates on the status of projects. * Respond to enquiries. * Coordinate meetings and activities. |

# 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 Executive Officer.

## Direct reports

Nil.

## Budget/Expenditure

Nil.

Essential requirements

Demonstrated experience in contributing to the delivery of project outcomes and providing project administration for a diverse range of projects.

# 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 | Foundational |
| Act with Integrity | Foundational |
| **Manage Self** | **Intermediate** |
| Value Diversity | Foundational |
|  | **Communicate Effectively** | **Intermediate** |
| Commit to Customer Service | Intermediate |
| Work Collaboratively | Foundational |
| Influence and Negotiate | Foundational |
|  | **Deliver Results** | **Intermediate** |
| Plan and Prioritise | Foundational |
| Think and Solve Problems | Intermediate |
| Demonstrate Accountability | Foundational |
|  | 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 | 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 | Intermediate | Focus on key points and speak in ‘Plain English’  Clearly explain and present ideas and arguments  Listen to others when they are speaking and ask appropriate, respectful questions  Monitor own and others’ non-verbal cues and adapt where necessary  Prepare written material that is well structured and easy to follow by the intended audience  Communicate routine technical information clearly |
| **Results**  Deliver Results | Intermediate | Complete work tasks to agreed budgets, timeframes and standards  Take the initiative to progress and deliver own and team/unit work  Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals  Seek and apply specialist advice when required |
| **Business Enablers**  Project Management | Intermediate | 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 |