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| **Cluster** | Planning & Environment |
| **Agency** | Office of Environment & Heritage |
| **Division/Branch/Unit** | National Parks & Wildlife Service |
| **Location** | Various |
| **Classification/Grade/Band** | Clerk 5-6 |
| **Role Number** | Generic |
| **ANZSCO Code** | TBC |
| **PCAT Code** | TBC |
| **Date of Approval** | June 2016 |
| **Agency Website** | [www.environment.nsw.gov.au](http://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

Undertake works and coordinate and supervise the work of staff, contractors and volunteers for the effective and efficient delivery of priority threatened species programs to achieve corporate objectives in conservation and biodiversity management under the Saving Our Species (SOS) Program.

# Key accountabilities

* Coordinate and/or assist in priority threatened species projects on national parks and reserves and support other priority threatened species projects led by the Office of Environment and Heritage (OEH).
* Ensure SOS projects are implemented in accordance with approved plans, specifications and prescriptions and are completed in accordance with agency and public service guidelines and administrative requirements, on time and within budget.
* Lead and supervise staff, contractors, volunteers and other individuals or groups in the implementation of SOS projects, including works to protect and rehabilitate natural and cultural heritage assets including undertaking, recording and monitoring pest animal and weed control programs.
* Assist line managers in developing and regularly reviewing performance agreements for staff undertaking SOS projects, including identifying and recommending training needs to the line manager.
* Operate and supervise the operation of plant and equipment (such as workshop tools, power tools, motor vehicles, chain saws, tractors, trucks, pumps, generators) in accordance with RTA and Workcover Standards, Standard Operating Procedures, Job Safety Analyses and manufacturers guidelines to ensure relevant work safety standards are met.
* Ensure that the agency’s safe work procedures and the requirements of the Work Health and Safety Act are met in relation to activities required of this role to ensure safety of personnel and the public.
* Use financial and asset management systems to assist the Senior Project Officer Threatened Species (SOS) and Program Manager SOS in managing and reporting on asset maintenance and tracking and monitoring operational effort and resource use.
* Undertake administrative activities and implement ongoing threatened species programs, policies, processes, procedures and planning tools including databases.

Key challenges

* Operating with high level of day to day independence to make practical decisions in the field regarding suitability and utilisation of equipment and staff resources to implement SOS projects.
* All work must be undertaken with commitment to the agency’s statutory obligations to care and maintain the Region/Area’s natural and cultural heritage.
* Makes decisions and recommendations regarding the health and safety of staff, contractors and volunteers. Consider and appropriately manage the safety of the public and all others who enter in and around the work areas in the geographical area of responsibility.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Senior Project Officer Threatened Species (SoS) | * Provide input/information to the Senior Project Officer to assist in the determination of work priorities. * Receive guidance, strategic direction and support, provide advice and exchange information. |
| Other staff | * May be required to operate as part of a team with other staff including those from other operational areas or groups/divisions. * Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing across organisational structures. * Often required to provide practical advice to other staff on a range of threatened species management issues. |
| Contractors | * Lead and supervise contractors on specific projects and activities. |
| **External** |  |
| General Public and Stakeholders | * Communicate information and advice to visitors and stakeholders on threatened species and local projects. * Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives. |
| Volunteers | * Supervise and facilitate work and training. |

# Role dimensions

## Decision making

The role operates with a high level of autonomy within the boundaries of the role description, and is directed by the supervisor/manager on work priorities, complex issues and all matters requiring a higher authority to determine and resolve issues. Makes decisions on a day to day basis regarding the utilisation of equipment and application of techniques to suit project needs. May be required to obtain a firearms license and use a firearm in pest control work.

## Reporting line

Role reports to the Senior Project Officer Threatened Species (SoS).

## Direct reports

Project staff as required.

## Budget/Expenditure

Allocated project budget.

Essential requirements

Experience working in the field of conservation or threatened species, and knowledge of the principles of threatened species conservation in the context of reserved land.

Demonstrated experience in operational works relevant to the role, and ability to supervise and carry out all duties safely in accordance with WHS requirements.

Demonstrated administrative and organisational skills and capacity for working with various software programs, including ability to use the agency’s financial, asset management and procurement systems.

Current class c driver’s licence and willingness to obtain a 4WD operation certificate

# 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** | **Intermediate** |
| Manage Self | Intermediate |
| Value Diversity | Foundational |
|  | Communicate Effectively | Intermediate |
| Commit to Customer Service | Intermediate |
| **Work Collaboratively** | **Intermediate** |
| Influence and Negotiate | Intermediate |
|  | **Deliver Results** | **Intermediate** |
| Plan and Prioritise | Foundational |
| Think and Solve Problems | Intermediate |
| **Demonstrate Accountability** | **Intermediate** |
|  | Finance | Foundational |
| Technology | Intermediate |
| **Procurement and Contract Management** | **Intermediate** |
| Project Management | Intermediate |
|  | **Manage and Develop People** | **Intermediate** |
| Inspire Direction and Purpose | Foundational |
| Optimise Business Outcomes | Foundational |
| Manage Reform and Change | Foundational |

## 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**  Act with Integrity | Intermediate | * Represent the organisation in an honest, ethical and professional way * Support a culture of integrity and professionalism * Understand and follow legislation, rules, policies, guidelines and codes of conduct * Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct * Recognise and report misconduct, illegal or inappropriate behaviour * Report and manage apparent conflicts of interest |
| **Relationships**  Working Collaboratively | Intermediate | * Build a supportive and co-operative team environment * Share information and learning across teams * Acknowledge outcomes which were achieved by effective collaboration * Engage other teams/units to share information and solve issues and problems jointly * Support others in challenging situations |
| **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 |
| **Results**  Demonstrate Accountability | Intermediate | * Take responsibility and be accountable for own actions * Understand delegations and act within authority levels * Identify and follow safe work practices, and be vigilant about their application by self and others * Be alert to risks that might impact the completion of an activity and escalate these when identified * Use financial and other resources responsibly |
| **Business Enablers**  Procurement & Contract Management | Intermediate | * Understand and comply with legal, policy and organisational guidelines and procedures in relation to procurement and contract management * Conduct delegated purchasing activities, complying with prescribed guidelines and procedures * Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements |
| **People Management**  Manage and Develop People | Intermediate | Ensure that roles and responsibilities are clearly communicated  Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks  Develop team capability and recognise and develop potential in people  Be constructive and build on strengths when giving feedback  Identify and act on opportunities to provide coaching and mentoring  Recognise performance issues that need to be addressed and work towards resolution of issues |