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| --- | --- |
| **Cluster** | Planning & Environment |
| **Agency** | Biodiversity Conservation Trust |
| **Division/Branch/Unit** | Programs Branch / Agreements and Technical Services Unit |
| **Location** | Sydney (the role may move to Parramatta in 2019) or regional location by negotiation |
| **Classification/Grade/Band** | Environment Officer Class 11 |
| **Role Number** | Generic |
| **ANZSCO Code** | 311413 |
| **PCAT Code** | 1139192 |
| **Date of Approval** | November 2017 |
| **Agency Website** | 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

Lead coordination of technical services and data management to support the design, delivery, monitoring and reporting of BCT’s programs and functions.

# Key accountabilities

* Lead the development and implementation of conservation assessment methodologies, operational plans, processes and procedures for the creation of spatial data sets and associated guidance material, that support investment in private land conservation in target areas across NSW.
* Work with Trust Business Branch to manage BCT data and information and ensure adherence to relevant government policies on data management and data quality.
* Coordinating the identification, research and analysis of data and developing management strategies for diverse spatial data management issues.
* Provide expert technical advice across organisation on Geographic Information Systems software to develop, manage, query and display spatial data.
* Build the capacity of regional staff to implement conservation assessment methodologies in the undertaking of landscape assessments.
* Prepare and review technical reports, and provide expert technical advice and recommendations to management in the identification of Priority Investment Areas that are in accordance with the requirements of the NSW Biodiversity Conservation Investment Strategy, and BCT and Office of Environment and Heritage (OEH) mapping guidelines.
* Develop and maintain effective working relationships with key internal and external stakeholders including BCT and OEH staff, government and non-government organisations to facilitate enhanced communication and information exchange opportunities.
* Ensure all conservation assessment practices are successfully administered and are compliant with legislative and organisation policies, processes and procedures via appropriate governance.

# Key challenges

* Being abreast of changing social, political and ecological issues relevant to private land conservation programs and appropriately applying this to work programs and advice to stakeholders.
* Working with geographically dispersed teams while playing a key technical role in the coordinated delivery of state-wide and high quality programs
* Actively identifying, researching and integrating data and information from a variety of sources, assessing its relevance, and assembling into consistent products that meet BCT standards.

**Key relationships**

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager/supervisor | * Escalate issues, keep informed, advise and receive direction |
| Direct reports | * Provide guidance and support. * Set performance requirements and manage team performance and development. * Share information and encourage contribution to ideas to improve program/service delivery outcomes. |
| 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. |
| Client/customer | * Address queries and/or redirect to relevant party for review and resolution. |
| **External** |  |
| Business, community, local government and other government agencies | * Address queries and/or redirect to relevant party for review and resolution. * Identify needs and expectations and adapt programs to engage a diverse range of customers. * Identify and manage community and business impacts. * Ensure a collaborative, strategic and integrated approach. |

# Role dimensions

## Decision making

This role exercises independence in managing projects and allocating resources within agreed parameters. Make decisions about significant new program content / directions, routinely in consultation with the relevant Manager and/or Director.

## Reporting line

## The role reports to the Manager, Agreements and Technical Services

## Direct reports

1-2 direct reports, project teams as allocated.

## Budget/Expenditure

Nil.

# Essential requirements

Relevant tertiary qualification.

Experience in the strategic and operational requirements for the successful implementation of biodiversity conservation programs and in undertaking conservation assessments.

Knowledge and experience in managing data in accordance with relevant government policies

Demonstrated experience using Geographic Information Systems software to develop, manage, query and display spatial data.

# 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](file:///\\DNS-323\Volume_1\Clients\2014\Folk\PSC\v16_12March2014\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 | Intermediate |
| **Work Collaboratively** | **Adept** |
| Influence and Negotiate | Adept |
|  | Deliver Results | Adept |
| Plan and Prioritise | Intermediate |
| **Think and Solve Problems** | **Adept** |
| Demonstrate Accountability | Adept |
|  | Finance | Intermediate |
| **Technology** | **Adept** |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **Adept** |
|  | **Manage and Develop People** | **Adept** |
| 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**  Act with Integrity | Adept | Represent the organisation in an honest, ethical and professional way and encourage others to do so  Demonstrate professionalism to support a culture of integrity within the team/unit  Set an example for others to follow and identify and explain ethical issues  Ensure that others understand the legislation and policy framework within which they operate  Act to prevent and report misconduct, illegal and inappropriate behaviour |
| **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**  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 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**  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 |
| **People Management**  Manage and Develop People | Adept | Define and clearly communicate roles and responsibilities to achieve team/unit outcomes  Negotiate clear performance standards and monitor progress  Develop team/unit plans that take into account team capability, strengths and opportunities for development  Provide regular constructive feedback to build on strengths and achieve results  Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way  Monitor and report on performance of team in line with established performance development frameworks |