

# Role Description

## Environmental Officer

Cluster	Industry
Agency	Department of Industry
Division/Branch/Unit	Local Land Services / Soil Conservation Service
Location	Various
Classification/Grade/Band	Departmental Officer Grade 5/6
ANZSCO Code	234312
PCAT Code	1119192
Date of Approval	April 2017
Agency Website	<a href="https://www.lls.nsw.gov.au/">https://www.lls.nsw.gov.au/</a>

### Agency overview

Local Land Services (LLS) was established in January 2014 to provide quality, customer- focused services to landholders and the community across New South Wales. The organisation brings together the agricultural advice, biosecurity, natural resource management, emergency services and Soil Conservation Service functions previously provided by 28 organisations into a single organisation comprising around 950 staff with a budget of approximately \$225 million.

LLS provides products and services that are strongly focused on meeting local customer needs, combined with the strength of being a single organisation governed by the Local Land Services Board. Eleven local regions, Sustainable Land Management and the Soil Conservation Service are responsible for local delivery. Each local region has a local board which is responsible for the oversight of day-to- day operations and local strategic direction in line with state priorities. The regions vary in geographic and organisational size and are supported by the state operations unit.

The Sustainable Land Management business unit provides regulatory services under the Biodiversity Conservation Act 2017 and the Soil Conservation Service is a commercial entity for environmental consulting and soil conservation services.

## Primary purpose of the role

Working in a commercially focused business the Environmental Officer leads the delivery of project management activities across a range of natural resource and/or civil consulting projects to industry stakeholders and clients.

## Key accountabilities

- Identify client needs and deliver soil conservation and environmental consulting projects on a profitable basis while promoting and managing a successful commercial consulting business at cost centre level.
- Apply environmental and technical expertise to address natural resource management and construction issues in a cost effective and efficient manner.
- Actively seek environmental projects in the market place and negotiate with clients on technical and financial aspects and outcomes.
- Lead project teams and/or work alone, source and deploy appropriate resources and organise works programs to optimum efficiency across a range of situations and locations within NSW, interstate or internationally.
- Prepare detailed technical reports and plans and be able to implement projects following specifications and technical drawings prepared in-house or by third parties.
- Prepare and review contracts and tender documents and contribute to the achievement of project outcomes.
- Operate within the SCS's Integrated Management System framework and implement practices and standards.
- Take steps to implement WHS, Environmental Standards and Quality Management practices and procedures as outlined within the Soil Conservation Service's Integrated Management System (IMS) and Department of Industry NSW safety policies and guidelines.

## Key challenges

- Provide practical solutions to a diverse range of natural resource management problems/issues and deliver beneficial outcomes to clients on a fee-for-service basis.
- Ensure projects are set up and run using the SCS Integrated Management System (IMS) standards and procedures and are completed on time, to specification and within budget.
- Establish networks and develop effective partnerships with industry stakeholders and clients and win commercial projects in natural resource management and/or civil construction.

## Key relationships

Who	Why
<b>Internal</b>	
Area Manager, Senior Project Officer, Senior Environmental Officer, senior management and program support staff	<ul style="list-style-type: none"><li>• Provide advice and support in the delivery of a consultancy service which involves the planning, design, costing, implementing and managing a range of environmental and/or civil consulting projects.</li></ul>
<b>External</b>	
Stakeholders/Customers	<ul style="list-style-type: none"><li>• Commercial clients, government entities, landholders, subcontractors.</li></ul>

## Role dimensions

### Decision making

In consultation with the Senior Project Officer, the role is responsible for making decisions relating to the management of a range of environmental and/or civil consulting projects.

### Reporting line

Area Manager, Senior Environmental Officer or Senior Project Officer

### Direct reports

Nil

### Budget/Expenditure

N/A

## Essential requirements

- Project or site management capability, practical working knowledge in the design and implementation of soil and water conservation projects, including agricultural conservation earthworks and understanding of environmental principles and legislation.
- Current Class C drivers licence and willingness to travel away from your district and work in other areas, at times interstate.
- Demonstrated experience leading project teams





## 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
 <b>Personal Attributes</b>	Display Resilience and Courage	Intermediate
	<b>Act with Integrity</b>	<b>Intermediate</b>
	Manage Self	Foundational
	Value Diversity	Foundational
 <b>Relationships</b>	Communicate Effectively	Intermediate
	<b>Commit to Customer Service</b>	<b>Intermediate</b>
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 <b>Results</b>	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
 <b>Business Enablers</b>	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	<b>Project Management</b>	<b>Foundational</b>

### 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
<b>Personal Attributes</b> Act with Integrity	Intermediate	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and follow legislation, rules, policies, guidelines and codes of conduct</li> <li>• Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct, illegal or inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest</li> </ul>
<b>Relationships</b> Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> <li>• Support a culture of quality customer service in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay to customers</li> <li>• Identify and respond quickly to customer needs</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>Consider customer service requirements and develop solutions to meet needs</li> <li>Resolve complex customer issues and needs</li> <li>Co-operate across work areas to improve outcomes for customers</li> </ul>
<b>Results</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>Take responsibility and be accountable for own actions</li> <li>Understand delegations and act within authority levels</li> <li>Identify and follow safe work practices, and be vigilant about their application by self and others</li> <li>Be alert to risks that might impact the completion of an activity and escalate these when identified</li> <li>Use financial and other resources responsibly</li> </ul>
<b>Business Enablers</b> Project Management	Foundational	<ul style="list-style-type: none"> <li>Plan and deliver tasks in line with agreed schedules</li> <li>Check progress against schedules, and seek help to overcome barriers</li> <li>Participate in planning and provide feedback about improvements to schedules</li> </ul>