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| --- | --- |
| **Cluster** | Planning & Environment |
| **Agency** | Office of Environmnet & Heritage |
| **Division/Branch/Unit** | Science Division/Environment Protection Science Branch/Environment Forensics Section/Chemical Forensics Unit |
| **Location** | Lidcombe |
| **Classification/Grade/Band** | Environment Officer Class 7 |
| **Role Number** | Generic |
| **ANZSCO Code** | TBC |
| **PCAT Code** | TBC |
| **Date of Approval** | January 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

Contribute to scientific programs and projects by providing scientific/technical skills and analysis.

# Key accountabilities

* Support senior project staff in managing large and complex scientific/technical projects, to deliver high quality science that meets organisational objectives and appropriate standards of scientific rigour.
* Assist more senior project staff to identify project management methodologies and processes that enhance the delivery of science across the OEH.
* Actively contribute to team building, seek views and opinions of others, support science knowledge management within the OEH and maintain a commitment to open communication to support effective knowledge sharing within OEH.
* Manage delegated aspects of scientific project planning and implementation, including designing, conducting and analysing project, coordinating resources, to ensure that science project are delivered to agreed timelines and quality.
* Provide timely advice and communication to relevant stakeholders across the OEH/EPA regarding the analytical chemistry and/or environmental forensics within the Division to ensure that technical and scientific considerations are properly considered by the Division.
* Implement project and developmental analytical chemistry and/or environmental forensics research as instructed, including status updates, reports, research and discussion papers, prepare and deliver short presentations on science and science projects to small groups using clear language, to facilitate effective information transfer within OEH.
* Maintain a range of collaborative networks across OEH/EPA, universities, government agencies and other research providers to support the delivery of science programs.

Key challenges

* Works within the project team and with collaborators to identify impacts and outcomes of implementing various methodologies and processes for the delivery of high quality analytical chemistry and/or environmental forensics science, including meeting expected milestones, in a high volume complex environment and acting as a knowledge broker who delivers scientific/technical information to clients and to the community in keeping with Open OEH objectives and principles.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Escalate issues, keep informed, advise and receive direction * Prepare briefings, advice and correspondence for consideration by the Manager |
| Work team/other internal staff | * Develop and maintain cooperative and productive working relationships; collaborate * Ensure that communication channels are appropriate, efficient and effective. |
| **External** |  |
| External Stakeholders | * Develop and maintain relationships * Obtain information and feedback on targeted projects and programs |

# Role dimensions

## Decision making

Set own priorities within the parameters and directions of the project, maintaining a degree of independence in developing a suitable approach in assisting on allocated projects and providing regular progress reports to the Manager.

## Reporting line

The role reports to the Team Leader - Chemical Forensics Unit.

## Direct reports

The role may occasionally manage small project teams (1-3 people)

## Budget/Expenditure

Nil

Essential requirements

Scientific qualifications, knowledge and demonstrated experience of analytical chemistry and/or environmental forensics science.

Experience in delivering rigorous science projects in analytical chemistry and/or environmental forensics.

# 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 | Intermediate |
| 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 | Intermediate |
| **Think and Solve Problems** | **Adept** |
| Demonstrate Accountability | Intermediate |
|  | Finance | Foundational |
| **Technology** | **Adept** |
| Procurement and Contract Management | Foundational |
| Project Management | Intermediate |
|  | Manage and Develop People | Foundational |
| 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**  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 |
| **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 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 |
| **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 |