|  |  |
| --- | --- |
| **Cluster** | Planning & Environment  |
| **Agency** | Environment Protection Authority  |
| **Division/Branch/Unit** | Various  |
| **Location** | Various |
| **Classification/Grade/Band** | Environment Officer Class 6 |
| **Kind of Employment** | Ongoing/Temporary  |
| **Role Number** | Generic |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | June 2015 |
| **Agency Website** | [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au) |

# Agency overview

The NSW Environment Protection Authority (EPA) is the state‘s primary environmental regulator. We work to protect our community and the environment as a leader, partner and protector. Our vision is for New South Wales to have a healthy environment, healthy community and healthy business. We believe healthy ecosystems are the foundation for healthy communities, a healthy economy and for enhancing Iiveability.

We lead in protecting our air, waterways, land and the health of the community for the future.

We work with communities, government and business to reduce our impact on the environment.

We hold people and organisations to account through licensing, monitoring, regulation and enforcement.

# Primary purpose of the role

The position supports the development, implementation and review of programs and projects designed to assist local government, business and the community to increase resource efficiency and recycling.

# Key accountabilities

* Undertake targeted research, design, delivery and review of programs and projects and provide project assistance to other team members
* Assist development of performance indicators for allocated projects and reporting on project performance and progress.
* Administer budgets and records for designated projects and programs and preparing project/program reports, briefings and other written material.
* Evaluate and report on delivery of programs and projects;
* Establish and monitor networks among a wide range of stakeholders;
* Develop partnership projects, publications and tools that meet the needs of key stakeholders.

# Key challenges

* Undertake research and assist with the drafting of briefings, advice and correspondence for consideration by the Unit Head for progression to the Director, Executive and the Minister as needed in respect to waste issues.
* Represent the interests of the organisation with key stakeholders in the negotiation, design and delivery of projects.
* Ensure that projects are delivered on time and on budget and meet the strategic and policy needs and objectives of the Branch, Organisation and NSW government.

**Key relationships**

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager/Supervisor | Receive guidance and support, provide advice and exchange information |
| Work team/other staff | Work collaboratively to contribute to achieving business outcomesFoster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing. |
| **External** |  |
| Stakeholders | Negotiate and liaise with a variety of stakeholders to enable thetimely delivery of business initiatives  |

# 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

## Reports to the Unit Head or allocated Supervisor.

## Direct reports

NIL

## Budget/Expenditure

NIL

# Essential requirements

Understanding of environmental issues, in relation to waste management and resource recovery, and the principles of ecologically sustainable development.

Understanding of NSW government policy as it relates to waste management and resource recovery.

Project management skills and experience in the delivery of projects to achieve behaviour change and improve waste management and resource recovery practice.

**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:///%5C%5CDNS-323%5CVolume_1%5CClients%5C2014%5CFolk%5CPSC%5Cv16_12March2014%5Cwww.psc.nsw.gov.au%5Ccapabilityframework).

## 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 | Foundational |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Adept** |
| Commit to Customer Service | Foundational |
| Work Collaboratively | Intermediate |
| **Influence and Negotiate** | **Intermediate** |
|  | Deliver Results | Intermediate |
| Plan and Prioritise | Intermediate |
| **Think and Solve Problems** | **Intermediate** |
| Demonstrate Accountability | Intermediate |
|  | Finance | Intermediate |
| Technology | Foundational |
| 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**Act with Integrity | Intermediate | Represent the organisation in an honest, ethical and professional waySupport a culture of integrity and professionalismUnderstand and follow legislation, rules, policies, guidelines and codes of conductHelp others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conductRecognise and report misconduct, illegal or inappropriate behaviourReport and manage apparent conflicts of interest |
| **Relationships**Communicate Effectively | Adept  | * Tailor communication to the audience
* Clearly explain complex concepts and arguments to individuals and groups
* Monitor own and others’ non-verbal cues and adapt where necessary
* Create opportunities for others to be heard
* Actively listen to others and clarify own understanding
* Write fluently in a range of styles and formats
 |
| **Relationships**Influence and Negotiate | Intermediate | Utilise facts, knowledge and experience to support recommendationsWork towards positive and mutually satisfactory outcomesIdentify and resolve issues in discussion with other staff and stakeholdersIdentify others’ concerns and expectationsRespond constructively to conflict and disagreementsKeep discussion focused on the key issues |
| **Results**Think and Solve Problems | Intermediate | Research and analyse information and make recommendations based on relevant evidenceIdentify issues that may hinder completion of tasks and find appropriate solutionsBe willing to seek out input from others and share own ideas to achieve best outcomesIdentify ways to improve systems or processes which are used by the team/unit |
| **Business Enablers** Project Management | Intermediate | Perform basic research and analysis which others will use to inform project directionsUnderstand project goals, steps to be undertaken and expected outcomesPrepare accurate documentation to support cost or resource estimatesParticipate and contribute to reviews of progress, outcomes and future improvementsIdentify and escalate any possible variance from project plans |