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| **Cluster** | Planning and Environment |
| **Agency** | Department of Planning and Environment |
| **Division/Branch/Unit** | Resources & Geoscience / Geological Survey of NSW / Mining & Exploration Assessment |
| **Location** | Maitland |
| **Classification/Grade/Band** | Geoscientist Grade 1/2 |
| **Role Number** | Generic |
| **ANZSCO Code** | 234411 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | September 2018 |
| **Agency Website** | <http://www.resourcesandenergy.nsw.gov.au> | www.planning.nsw.gov.au |

Agency overview

The Department of Planning & Environment is the lead NSW Government agency in planning for a growing NSW. The Department is going through an exciting period of organisational and operational change.

The Department’s vision – Planning for growing NSW: inspiring strong communities, protecting our environment – provides the benchmark for our partnership and leadership approach to engaging and working collaboratively with key State and Local Government, community and industry stakeholders to deliver better outcomes in the areas of planning, local government and the environment.

The Department is the lead agency for the Planning and Environment cluster, which includes the Office of Environment & Heritage, the Office of Local Government, Resources, Energy and the Arts and several other entities associated with the Department including the Environment Protection Authority, statutory trusts responsible for zoos, parks and gardens, independent assessment and planning bodies, and development corporations.

The Division of Resources and Geoscience sets strategic policy for the state’s mineral and energy resources, gathers, analyses and disseminates geoscientific information, and assesses and determines applications for mineral and petroleum titles for exploration activities and extractive uses.

Primary purpose of the role

To undertake geoscience investigations and mineral resource and exploration assessments, and to provide informed advice to internal and external clients in order to facilitate effective mineral exploration in NSW.

# Key accountabilities

* Analyse and evaluate exploration outcomes through the assessment of industry exploration reports for compliance with work program, reporting and performance title conditions and legislative requirements.
* Prepare letters, minutes, reports and presentations where necessary regarding relevant aspects of exploration reporting and performance.
* Liaise with exploration companies with respect to their reports and activities and the Department’s requirements.
* Provide geoscientific advice to management about developments and findings in mineral exploration within area of responsibility.
* Undertake geological assessment activities, database analysis or field work, as required, to obtain geological information and develop the knowledge of mineral resources in NSW.
* Maintain exploration assessment databases.

Key challenges

* Effectively manage the many tasks, demands, deadlines, and clients in an efficient and effective way so that KPIs are maintained.
* Maintain contact with mineral explorers to ensure that they understand the requirements of mineral exploration within NSW and to keep up-to-date with advances in geoscience and the mineral exploration industry and an understanding of the technology which underpins them.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager, Mineral Exploration Assessment | * Present recommendations on exploration assessments, statutory assessments and other work as required |
| Other Geological Survey staff | * Seek input and technical expertise with assigned tasks * Mentoring and development of skills |
| Other DRG staff (e.g: Resource Operations and Resources Regulator). | * Maintain effective communication to ensure timely and efficient processing of assessments and related work flows. |
| **External** |  |
| Exploration company & other title holder personnel. | * Liaise with exploration companies with respect to their reports and activities and the Department’s requirements |

# Role dimensions

## Decision making

* In discussion with and directions of the supervisor, determines office work schedule and priorities - much of the assessment work and advice must be provided by deadlines set by supervisor and mandated KPIs.
* Initiates and maintains communications strategies and networks with internal and external stakeholders
* Makes judgements regarding exploration title holders’ compliance with the Department’s requirements, policies and legislation

## Reporting line

Manager, Mining & Exploration Assessment

## Direct reports

Nil

## Budget/Expenditure

Nil

Essential requirements

* Degree in geoscience, or a related field
* Knowledge of mineral exploration or mining with an understanding of resource sector trends
* Demonstrated good communication and computer skills (including the use of GIS) in geoscience, and document management

# 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 | Foundational |
| **Commit to Customer Service** | **Intermediate** |
| Work Collaboratively | Intermediate |
| Influence and Negotiate | Foundational |
|  | Deliver Results | Foundational |
| **Plan and Prioritise** | **Intermediate** |
| Think and Solve Problems | Foundational |
| **Demonstrate Accountability** | **Intermediate** |
|  | Finance | Foundational |
| **Technology** | **Intermediate** |
| Procurement and Contract Management | Foundational |
| Project Management | 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**  Commit to Customer Service | Intermediate | Support a culture of quality customer service in the organisation  Demonstrate a thorough knowledge of the services provided and relay to customers  Identify and respond quickly to customer needs  Consider customer service requirements and develop solutions to meet needs  Resolve complex customer issues and needs  Co-operate across work areas to improve outcomes for customers |
| **Results**  Plan and Prioritise | Intermediate | Understand the team/unit objectives and align operational activities accordingly  Initiate, and develop team goals and plans and use feedback to inform future planning  Respond proactively to changing circumstances and adjust plans and schedules when necessary  Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals  Accommodate and respond with initiative to changing priorities and operating environments |
| **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**  Technology | Intermediate | Apply computer applications that enable performance of more complex tasks  Apply practical skills in the use of relevant technology  Make effective use of records, information and knowledge management functions and systems  Understand and comply with information and communications security and acceptable use policies  Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies |