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| **Cluster** | Planning & Environment |
| **Agency** | Office of Environment & Heritage |
| **Division/Branch/Unit** | Science Division / Water, Wetlands & Coastal Science Branch |
| **Location** | Various |
| **Classification/Grade/Band** | Environment Officer Class 9 |
| **Role Number** | Generic |
| **ANZSCO Code** | 311412 |
| **PCAT Code** | 3119192 |
| **Date of Approval** | August 2018 |
| **Agency Website** | [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)  |

Agency overview

The NSW Office of Environment and Heritage (OEH) 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

Responsible for providing advanced data management and scientific and analytical input for Water, Wetlands or Coastal science monitoring programs and projects. The role will also contribute to effective project management ensuring that the planning, coordination and execution of projects is completed efficiently and effectively in the context of organisational and divisional goals.

# Key accountabilities

* Develop high level data management and storage systems for Branch monitoring projects.
* Support the strategic direction of water, wetlands or coastal science priorities and knowledge themes, manage, and deliver high quality, cost-effective water, wetlands or coastal science projects to meet organisational objectives and appropriate standards of scientific rigour.
* Provide timely expert advice and communication to relevant stakeholders across the OEH regarding the status of water, wetlands and coastal science within the Division to contribute to the development and the direction of OEH science programs.
* Maintain the highest standards of open communication, collaboration, data and knowledge management in accordance with OEH policies to support effective knowledge sharing within OEH.
* Prepare a range of project related documents, including briefing papers, discussion papers, reports, research papers, submissions and responses to information requests.
* Contribute to the development of project management methodologies and processes that improve productivity, encourage innovation and develop teamwork to enhance the delivery of science across the OEH.
* Actively engage in high quality scientific research within OEH and in collaboration with research partners and publish results in peer reviewed journals.

Key challenges

* Working within project teams and with collaborators to consistently deliver high quality data management solutions for water, wetlands or coastal science to address priority knowledge and communication needs identified through OEH knowledge strategy themes.
* Developing and presenting scientific and technical presentations that explain complex processes clearly and are suitable for a range of audiences.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager/Supervisor | * Receive guidance and support and exchange information.
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| 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.
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| **External** |  |
| Stakeholders | * Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives.
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# 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

The role reports to the Senior Team Leader.

## Direct reports

Nil.

## Budget/Expenditure

As per project/grant allocated.

Essential requirements

Scientific qualifications, well-developed knowledge and demonstrated experience in data storage and management.

Experience in developing and delivering rigorous monitoring and data management projects in the water, wetlands and/or coastal sciences.

Experience in developing, planning and implementing monitoring projects, including accountability for the planning and management of finances and deliverables.

# 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** | **Adept** |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Adept** |
| Commit to Customer Service | Intermediate |
| **Work Collaboratively** | **Adept** |
| Influence and Negotiate | Intermediate |
|  | Deliver Results | Intermediate |
| Plan and Prioritise | Intermediate |
| **Think and Solve Problems** | **Adept** |
| Demonstrate Accountability | Intermediate |
|  | Finance | Intermediate |
| **Technology** | **Adept** |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **Adept** |

|  |  |  |
| --- | --- | --- |
|  | Manage and Develop People | Intermediate |
| Inspire Direction and Purpose | Intermediate |
| Optimise Business Outcomes | Intermediate |
| 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 | Adept | Look for and take advantage of opportunities to learn new skills and develop strengthsShow commitment to achieving challenging goalsExamine and reflect on own performanceSeek and respond positively to constructive feedback and guidanceDemonstrate a high level of personal motivation |
| **Relationships**Communicate Effectively | Adept | Tailor communication to the audienceClearly explain complex concepts and arguments to individuals and groupsMonitor own and others’ non-verbal cues and adapt where necessaryCreate opportunities for others to be heardActively listen to others and clarify own understandingWrite fluently in a range of styles and formats |
| **Relationships**Work Collaboratively | Adept | Encourage a culture of recognising the value of collaborationBuild co-operation and overcome barriers to information sharing and communication across teams/unitsShare lessons learned across teams/unitsIdentify 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 evidenceAnticipate, identify and address issues and potential problems and select the most effective solutions from a range of optionParticipate in and contribute to team/unit initiatives to resolve common issues or barriers to effectivenessIdentify 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 tasksIdentify opportunities to use a broad range of communications technologies to deliver effective messagesUnderstand, act on and monitor compliance with information and communications security and use policiesIdentify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the businessSupport 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 termsEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsPrepare accurate estimates of costs and resources required for more complex projectsCommunicate the project strategy and its expected benefits to othersMonitor the completion of project milestones against goals and initiate amendments where necessaryEvaluate progress and identify improvements to inform future projects |