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| **Portfolio** | Primary Industries and Regional Development |
| **Agency** | Department of Primary Industries and Regional Development |
| **Division/Branch** | Enabling Services/Governance, Risk and Audit |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1227392 |
| **Date of Approval** | March 2025 |
| **Agency Website** | [www.dpird.nsw.gov.au](http://www.dpird.nsw.gov.au) |

Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is dedicated to growing primary industries and supporting regional economic development to deliver long-term benefits to the state. Our focus is to protect, support, and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture and Biosecurity; Forestry and Fishing; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works; and the Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent living and working in regional NSW.

Primary purpose of the role

The Senior Climate Risk Officer supports the Climate Change Risk Manager to lead and coordinate the design and implementation of projects and initiatives across DPIRD to achieve the outcomes of the DPIRD Climate Risk Program and build climate risk management awareness and maturity within DPIRD, consistent with relevant policies, practices and statutory requirements.

The role will also assist with operationalising climate risk management as part of the Risk Management Framework by working with Groups and Divisions to provide critical advice and assurance to manage their climate risks and the effectiveness of their control environments.

# Key accountabilities

* Work collaboratively to manage and support the development, implementation and evaluation of projects and initiatives for the Climate Risk Program
* Support the development and implementation of plans, guidelines, policies, processes and procedures that address program priorities
* Develop targeted communications content and undertake stakeholder engagement to increase awareness of climate change impacts and management responsibilities to build a positive climate risk management culture across DPIRD
* Prepare and maintain project documentation including reports, briefings and discussion papers to monitor and report on project progress against established deliverables and milestones, and the achievement of Program outcomes
* Source, collate and compile data and information to identify emerging issues and trends, provide clear analysis and advice on relevant issues and recommend appropriate solutions to stakeholders
* Provide climate risk management support services to Groups/Divisions and related entities
* Contribute to the integration of climate risk management with DPIRD frameworks, plans, policies, processes and procedures
* Provide other general risk management support services (as required) to Groups/Divisions and related entities and contribute to the development and implementation of the DPIRD Risk Management Framework

Key challenges

* Building and maintaining cross-agency relationships, including with technical and policy subject matter experts, to deliver program outcomes aligned to whole-of-government approaches
* Maintaining up-to-date knowledge and technical competency of relevant standards, frameworks, policies and initiatives across various disciplines to support ongoing alignment to the whole-of-government approach to climate change adaptation and mitigation
* Advocating and influencing climate risk management culture across a diverse agency to address climate risk exposure of strategic and operational objectives, program and service delivery, and asset management

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Provide advice and contribute to decision making * Identify emerging issues/risks and their implications, and propose solutions * Receive guidance and provide regular updates on key projects issues and priorities * Provide feedback on the risk and resilience frameworks, systems, processes for continuous improvement |
| Stakeholders | * Provide expert advice on risk issues * Report and provide updates on risk assessments and proposals * Consult and collaborate to define mutual interests and determine strategies to achieve their realisation * Undertake risk assessment workshops |
| Risk Champions and Coordinators | * Provide direction and requests for information / assistance in delivering and embedding risk management * Work closely to determine ways to mitigate risks through business process redesign |
| **External** |  |
| Other NSW Government Agencies | * Represent agency interests and negotiate to achieve optimal outcomes |

# Role Dimensions

## Decision making

* The role is expected to operate with some level of autonomy and independence, makes day to day decisions relating to work priorities and workload management.
* Makes decisions on the approaches for how to achieve business outcomes and is accountable for the quality of work performed and the integrity and accuracy of content of advice provided.

## Reporting line

Reports to the Climate Change Risk Manager.

## Direct reports

Nil.

## Budget / Expenditure

Not applicable.

**Key knowledge and experience**

* Proficient understanding of the operation of State government legislation, strategy and policy as relevant to the delivery of climate risk management, adaptation and mitigation programs.
* Demonstrated experience in project management and system change management
* Demonstrated experience in risk management, including the facilitation and performance of quantitative and qualitative risk assessment and evaluation, and the application of climate risk management techniques to large, complex and geographically dispersed organisations
* Extensive experience in stakeholder management including consultation, negotiation and collaboration with a broad range of stakeholders across a range of teams and divisions who may have diverse priorities, expectations and structures

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

# Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES | | | | |
| --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level** |
|  | **Display Resilience and Courage**  Be open and honest, prepared to express your views, and willing to accept and commit to change | | Be flexible, show initiative and respond quickly when situations change  Give frank and honest feedback and advice  Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately  Raise and work through challenging issues and seek alternatives  Remain composed and calm under pressure and in challenging situations | Adept |
| **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | | Represent the organisation in an honest, ethical and professional way and encourage others to do so  Act professionally and support a culture of integrity  Identify and explain ethical issues and set an example for others to follow  Ensure that others are aware of and understand the legislation and policy framework within which they operate  Act to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Tailor communication to diverse audiences  Clearly explain complex concepts and arguments to individuals and groups  Create opportunities for others to be heard, listen attentively and encourage them to express their views  Share information across teams and units to enable informed decision making  Write fluently in plain English and in a range of styles and formats  Use contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| **Influence and Negotiate**  Gain consensus and commitment from others, and resolve issues and conflicts | | Use facts, knowledge and experience to support recommendations  Work towards positive and mutually satisfactory outcomes  Identify and resolve issues in discussion with other staff and stakeholders  Identify others’ concerns and expectations  Respond constructively to conflict and disagreements and be open to compromise  Keep discussions focused on the key issues | Intermediate |
|  | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | | Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomes  Make sure staff understand expected goals and acknowledge staff success in achieving these  Identify resource needs and ensure goals are achieved within set budgets and deadlines  Use business data to evaluate outcomes and inform continuous improvement  Identify priorities that need to change and ensure the allocation of resources meets new business needs  Ensure that the financial implications of changed priorities are explicit and budgeted for | Adept |
| **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence  Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience  Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience  Seek contributions and ideas from people with diverse backgrounds and experience  Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness  Identify and share business process improvements to enhance effectiveness | Adept |
|  | **Project Management**  Understand and apply effective planning, coordination and control methods | | Understand all components of the project management process, including the need to consider change management to realise business benefits  Prepare clear project proposals and accurate estimates of required costs and resources  Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements  Identify and evaluate risks associated with the project and develop mitigation strategies  Identify and consult stakeholders to inform the project strategy  Communicate the project’s objectives and its expected benefits  Monitor the completion of project milestones against goals and take necessary action  Evaluate progress and identify improvements to inform future projects | Adept |

# Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES | | | | |
| --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** |  | **Description** | **Level** |
|  | Manage Self | | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Commit to Customer Service | | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| Work Collaboratively | | Collaborate with others and value their contribution | Adept |
|  | Plan and Prioritise | | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| Technology | | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |