

Role Description

Senior Natural Resource Management (NRM) Advisor

Cluster	Department of Regional NSW
Agency	Local Land Services
Location	Negotiable within Region
Classification/Grade/Band	Advisory and Technical Stream, LLS Level 6
Role Family	Projects & Programs
ANZSCO Code	234399
PCAT Code	1119192
Date of Approval	2016 (updated June 2023)
Agency Website	http://www.lls.nsw.gov.au

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has responsibility for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

Local Land Services (LLS) is an Executive Agency related to the cluster. It provides quality, customer-focused services to landholders and the community across New South Wales. This regionally-based organisation brings together a wide range of service and advisory functions including agriculture, biosecurity, natural resource management, land management, biodiversity, emergency services and private native forestry.

Primary purpose of the role

Develop and deliver natural resource management (NRM) programs and advisory services to support regional customers and stakeholders to manage our landscapes to be healthy and productive. Contribute to the development and implementation of LLS and region strategic plans, and Local Plans, and respond to state and national objectives.

Key accountabilities

- Maintain a sound understanding of the legislative role of LLS, relevant to the management of native vegetation, and of the legislation operating in NSW relating to the management of natural resources
- Provide high quality, sound, programs and advisory services to balance the needs of customers and their statutory land management obligations
- Develop, implement and monitor NRM projects, managing budgets and resources, using appropriate governance and risk frameworks, performance measures, reporting standards and assessment tools to achieve project milestones and deliverables, and undertake post program evaluations and reviews

- Engage with customers, stakeholders and investors to effectively foster commitment to, enhance understanding of, and build capacity for, effective management of natural resources, through providing technical advice and access to information
- Provide advisory services to customers applying to clear native vegetation under relevant legislation, including assessments of clearing applications
- Contribute to the formulation of strategic and operational plans for the Region, including participating in groups focussing on the management of natural resources, fostering relationships with regional customers, stakeholders and investors to inform NRM projects.
- Supervise staff, contractors and volunteers in the delivery of NRM activities in the Local Area.
- Fulfil identified emergency management roles in local and State level operations as directed by appropriate delegated managers

Key challenges

- Effectively managing a range of NRM services and support projects
- Balancing multiple relationships and potentially conflicting goals of customers and stakeholders when seeking to implement effective NRM and environmentally sustainable principles and practice

Key relationships

Who	Why
Internal	
Local Manager	<ul style="list-style-type: none"> • Receive direction and support in the development and implementation of LLS programs and advisory services • Provide advice and contribute to decision making regarding projects and issues • Provide regular updates on projects and priorities, escalating issues and proposing solutions
Local team	<ul style="list-style-type: none"> • Work in collaboration to provide programs and advisory services to meet the service delivery needs of the Local Area, meet compliance objectives and deliver plans • Seek information and provide advice with regard to the NRM function
Direct reports	<ul style="list-style-type: none"> • Motivate and manage providing guidance and direction with regard to project deliverables, milestones and standards
Other function staff	<ul style="list-style-type: none"> • Develop and maintain effective relationships and open channels of communication • Collaborate and provide information and advice relevant to the delivery of NRM programs and advisory services
Other staff	<ul style="list-style-type: none"> • Collaborate to achieve LLS and regional outcomes
External	
Customers	<ul style="list-style-type: none"> • Seek to understand the customer's needs in the implementation of projects and initiatives aligned with LLS outcomes
Stakeholders and investors	<ul style="list-style-type: none"> • Seek data and information and deliver advice and support in partnership to achieve LLS objectives
Service providers/contractors	<ul style="list-style-type: none"> • Coordinate to ensure services are provided in accordance with contract deliverables

Who	Why
Other government agencies, RD organisations	<ul style="list-style-type: none"> Seek and provide advice and information to address customer knowledge gaps and support best NRM practice

Role dimensions

Decision making

- Makes day to day decisions with regard to own work priorities to meet LLS outcomes
- Manages self and others to achieve project outcomes on time, within budget and to expectation in terms of quality of deliverables and performance

Reporting line

Local Manager

Direct reports

Up to 5 project staff

Budget/Expenditure

Nil

Essential requirements

- Current NSW Class C Driver Licence and willingness to travel.

Capabilities for the role

The [NSW public sector 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
 <p>Personal Attributes</p>	<p>Act with Integrity</p> <p>Be ethical and professional, and uphold and promote the public sector values</p>	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so 	Intermediate
 <p>Relationships</p>	<p>Commit to Customer Service</p> <p>Provide customer-focused services in line with public sector and organisational objectives</p>	<ul style="list-style-type: none"> • Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community 	Adept
	<p>Work Collaboratively</p> <p>Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> • Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others 	Intermediate

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> Negotiate from an informed and credible position Lead and facilitate productive discussions with staff and stakeholders Encourage others to talk, share and debate ideas to achieve a consensus Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes Influence others with a fair and considered approach and sound arguments Show sensitivity and understanding in resolving conflicts and differences Manage challenging relationships with internal and external stakeholders Anticipate and minimise conflict 	Adept
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> Seek and apply specialist advice when required Complete work tasks within set budgets, timeframes and standards Take the initiative to progress and deliver own work and that of the team or unit Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals Identify any barriers to achieving results and resolve these where possible Proactively change or adjust plans when needed 	Intermediate
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> Assess work outcomes and identify and share learnings to inform future actions Ensure that own actions and those of others are focused on achieving organisational outcomes Exercise delegations responsibly Understand and apply high standards of financial probity with public monies and other resources Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety Conduct and report on quality control audits Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks 	Adept
	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> Perform basic research and analysis to inform and support the achievement of project deliverables Contribute to developing project documentation and resource estimates Contribute to reviews of progress, outcomes and future improvements Identify and escalate possible variances from project plans 	Intermediate

FOCUS CAPABILITIES






Capability group/sets	Capability name	Behavioural indicators	Level
 <p>People Management</p>	<p>Manage and Develop People</p> <p>Engage and motivate staff, and develop capability and potential in others</p>	<ul style="list-style-type: none"> • Collaborate to set clear performance standards and deadlines in line with established performance development frameworks • Look for ways to develop team capability and recognise and develop individual potential • Be constructive and build on strengths by giving timely and actionable feedback • Identify and act on opportunities to provide coaching and mentoring • Recognise performance issues that need to be addressed and work towards resolving issues • Effectively support and manage team members who are working flexibly and in various locations • Create a safe environment where team members' diverse backgrounds and cultures are considered and respected • Consider feedback on own management style and reflect on potential areas to improve 	Intermediate

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
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	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
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
 Business Enablers	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	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Foundational
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational