

# Role Description

## Circular Economy Lead



**Regional  
NSW**

<b>Cluster</b>	Regional NSW
<b>Department/Agency</b>	Department of Regional NSW
<b>Division/Branch/Unit</b>	Regional Growth NSW Development Corporation
<b>Classification/Grade/Band</b>	Clerk Grade 9/10
<b>ANZSCO Code</b>	214312
<b>PCAT Code</b>	1119192
<b>Date of Approval</b>	November 2023, updated March 2024
<b>Agency Website</b>	<a href="http://www.rgdc.nsw.gov.au">www.rgdc.nsw.gov.au</a>

### Agency overview

The Department of Regional NSW is the central agency responsible 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.

The Regional Growth NSW Development Corporation (the Corporation) is established under the Growth Centres (Development Corporations) Act 1974 to lead the vision, strategic master-planning and delivery of the Government's Special Activation Precincts program to drive prosperity and growth across regional NSW.

### Primary purpose of the role

Conduct a range of high-quality project work, research and analysis, and business support functions to contribute to the Sustainability and Circular Economy team's work program. The role's main responsibility is to develop and implement the frameworks, guideline, processes, projects, partnerships and sustainability support services to unlock circular economy in the precincts. The role will also support the team's ambitious work program related to UNIDO Eco Industrial Park alignment, net zero, governance, sustainability in design and delivery of infrastructure and built environment, data management and reporting.

### Key accountabilities

- Develop, manage and implement Circular Economy Strategies and associated actions for the precincts; including facilitating precinct projects, driving internal RGDC initiatives and integrating circular economy in precinct decision making and reporting processes.
- Provide circular economy support services to investors and established businesses through design, construction and operations, including technical advice, precinct connections, templates, support and proactive opportunities.
- Maintain knowledge and proactively advise team and Manager on leading practice in circular economy, procedures and performance to identify opportunities to improve the Corporation's systems and processes, this includes any rating tools, independent standards or best practice that are or should be incorporated in our SAP performance requirements in order to maintain leading practice and achieve strong environmental outcomes.
- Maintain knowledge and advise team of relevant legislation, policies, procedures and guidelines to ensure compliance with regulatory requirements related to sustainability, environmental performance, net-zero emissions and Circular Economy.

- Provide advice, research and analysis and project management functions to support Team's program including circular economy, net zero, exemplar environmental management, governance, data and reporting. This can include using data and analytics expertise to produce evidence-based advice and analysis to support proposals.
- Collaborate and support the Corporation's delivery and policy units to embed their environmental sustainability obligations into the Corporation's functions (e.g., planning, infrastructure, commercial and business operations) in a collaborative manner. Partner with the business areas and key stakeholders to deliver solutions that effectively manage risk and deliver practical sustainability outcomes for the Corporation and external stakeholders.
- Partner with the Investment Concierge team to support tenant and investor relations in addressing Sustainability and Circular Economy goals and initiatives, including communications support for the Concierge team.
- The incumbent is required to undertake other duties, projects or tasks as directed, which are within his/her skills, competence and training, and/or undertake job-specific training and development. Consultation will occur as part of this process.

## Key challenges

- Supporting the Corporation to enable and facilitate circular economy and leading practice sustainability performance outcomes in the SAPs; leveraging the full range of tools available to RGDC to achieve these goals.
- Delivering high quality, accurate and timely advice to management and staff which combines ambitious environment goals with pragmatic, practical recommendations. The Sustainability and Circular Economy team need to deliver policy, systems and advice that achieve leading practice environmental outcomes in a time pressured and delivery focused environment.
- Personal accountability for your tasks and proactively identifying and managing-up emerging issues early.

## Key relationships

### Internal

Who	Why
Manager	<ul style="list-style-type: none"> <li>• Provide expert advice on developing, managing and implementing circular economy strategies.</li> <li>• Monitor and report on progress and developments relevant to sustainability and Circular Economy objectives, discuss key projects and issues and incorporate feedback.</li> <li>• Research, project work and business support as required.</li> </ul>
Internal Stakeholders	<ul style="list-style-type: none"> <li>• Support business functions across the Corporation to embed and implement circular economy policies and procedures.</li> <li>• Consult and collaborate to achieve business and team objectives.</li> <li>• Participate in meetings to share information and provide input on issues.</li> <li>• Liaise with internal stakeholders to achieve the delivery of professional, high quality and timely advice and service.</li> <li>• Provide support to manage peak workloads in the team, including broader branch</li> </ul>

## External

Who	Why
External Vendors/Service Providers	<ul style="list-style-type: none"><li>• Support the engagement and delivery of external services to support certification and ongoing audit of circular economy practices.</li><li>• Assist negotiation and management of contracts and service agreements.</li><li>• Contact to provide and gather information and resolve routine issues.</li></ul>

## Role dimensions

### Decision making

This role has autonomy and makes decisions that are under their direct control as directed by their Manager. Refers decisions to the Manager that require significant change to program outcomes or timeframes or are likely to escalate or require submission to a higher level of management. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes. The role is personally accountability for your tasks and proactively identifying and managing-up emerging issues early.

### Reporting line

Manager Sustainability and Circular Economy, RGDC

### Direct reports

Up to one direct report

### Budget/Expenditure

As per the DRNSW Financial Delegations

## Knowledge and experience

- Direct experience developing, implementing and/or monitoring circular economy or related practices

## Essential requirements

- Relevant tertiary qualifications or relevant industry experience in one or more of the following fields: environmental management, net zero, environmental science, business administration, project management or related discipline.
- Current Australian Drivers Licence and a willingness and ability to drive may be required depending on the location of the position.

## 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.


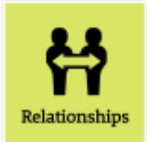
The capabilities are separated into focus capabilities and complementary capabilities

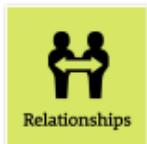
## Focus capabilities

*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
 Personal Attributes	<b>Display Resilience and Courage</b> Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> <li>• Be flexible, show initiative and respond quickly when situations change</li> <li>• Give frank and honest feedback and advice</li> <li>• Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately</li> <li>• Raise and work through challenging issues and seek alternatives</li> <li>• Remain composed and calm under pressure and in challenging situations</li> </ul>	Adept
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Model the highest standards of ethical and professional behaviour and reinforce their use</li> <li>• Represent the organisation in an honest, ethical and professional way and set an example for others to follow</li> <li>• Promote a culture of integrity and professionalism within the organisation and in dealings external to government</li> <li>• Monitor ethical practices, standards and systems and reinforce their use</li> <li>• Act promptly on reported breaches of legislation, policies and guidelines</li> </ul>	Advanced
 Relationships	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>• Tailor communication to diverse audiences</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>• Share information across teams and units to enable informed decision making</li> <li>• Write fluently in plain English and in a range of styles and formats</li> <li>• Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul>	Adept



### Work Collaboratively

Collaborate with others and value their contribution

- Recognise outcomes achieved through effective collaboration between teams
- Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government
- Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions
- Network extensively across government and organisations to increase collaboration
- Encourage others to use appropriate collaboration approaches and tools, including digital technologies

Advanced



### Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- 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

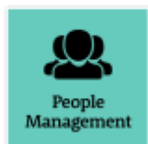


### Project Management

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



## Manage and Develop People

Engage and motivate staff, and develop capability and potential in others







- Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes
- Adjust performance development processes to meet the diverse abilities and needs of individuals and teams
- Develop work plans that consider capability, strengths and opportunities for development
- Be aware of the influences of bias when managing team members
- Seek feedback on own management capabilities and develop strategies to address any gaps
- Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way
- Monitor and report on team performance in line with established performance development frameworks








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.

Capability group/sets	Capability name	Description	Level
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	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	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
	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

	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	Adept
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
	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	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate