Role Description
Research Officer, Forest Carbon

Department of Primary Industries and Regional Development — NSW Government

Portfolio	DPIRD
Department/Agency	Department of Primary Industries & Regional Development
Division/Branch/Unit	Fisheries and Forestry / Forestry and Land Reform
Classification/Grade/Band	Professional Officer 1-4
Location	Various
ANZSCO Code	234112
PCAT Code	1119192
Date of Approval	17 August 2022 (updated August 2024)
Agency Website	www.nsw.gov.au/departments-and-agencies/dpird

Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department 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.

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

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

Primary purpose of the role

The role will primarily assist with project management activities associated with a large research project investigating the carbon impacts of thinning native forests in private native forests (PNF) on the NSW North Coast. It includes liaising with landholders, coordination of contractors, active participation in field work (including processing samples in the lab) and data handling. It also provides support to related projects conducted in the Forest Carbon group.

Key accountabilities

- Ensure that the project deliverables are completed on time and milestones met, so that information is made available to stakeholders within expected timeframes
- Coordination of work conducted by contractors and technical staff
- Build and maintain collaborative relationships with stakeholders and partners to develop and implement project activities to meet industry needs
- Prepare and edit written materials as required within the team including scientific reports, and communicate project outputs via workshops, face to face presentations and webinars
- Comply with work standards according to the level of appointment in the Professional Officer Progression Criteria (1-4) scale in the *Crown Employees (NSW Department of Industry) Professional Officers Award.*

Key challenges

- Extensive periods of time spent in the field
- Maintain and regularly update a complex database, with multiple layers of data involved
- Communicating with a wide range of stakeholders
- Ensuring the successful delivery of varied and complex project components within project timeframes.

Key relationships

Internal

Who	Why
Leader (team), Director	• Receive direction on work planning and priority tasks. Provide feedback on role and regular updates on research and development programs.
Research Scientists, Technical Officers, Support Officers	• Collaborate with to design, plan and deliver project objectives.

External LLS, Individual landholders, steering committee members

Who	Why
PNF landholders Local Land Services (LLS) Governance and Technical Steering Committees	• The field work will be conducted in land managed by PNF owners • LLS is funding the project • The work will be supported by industry and technical experts who will be members of the governance and technical steering committees.

Role dimensions

Decision making

Without referral:

- Conducts research, coordinates relevant activities with other staff and units
- Allocates resources and approves expenditure within the delegation and budget, consistent with priorities
- Communicates key research messages; represents the Department and communicates results in appropriate forums.

In consultation:

- Refers to supervisor any decisions that require significant deviation from agreed outcomes or timeframes; are likely to escalate or create substantial or contentious precedent; require a higher administrative or financial delegation, or submission to a higher level of management.

Reporting line

Leader (Team)

Direct reports

Nil.

Budget/Expenditure

Authorisation for expenditure of allocated project resources under applicable Departmental financial delegation.

Essential requirements

- Degree qualification in Forestry, Science, or a related discipline or similar
- Proven experience in field work, as applied to primary industries
- Proven experience in handling complex datasets
- Excellent communication skills
- Current valid Driver's License and experience driving 4WD vehicles.

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	**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 • 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
Personal Attributes	**Manage Self** Show drive and motivation, an ability to self-reflect and a commitment to learning	• Adapt existing skills to new situations • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth, and develop and apply new skills • Seek feedback from colleagues and stakeholders • Stay motivated when tasks become difficult	Intermediate

	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	- Focus on providing a positive customer experience - Support a customer-focused culture in the organisation - Demonstrate a thorough knowledge of the services provided and relay this knowledge 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 - Cooperate across work areas to improve outcomes for customers	Intermediate
	Work Collaboratively Collaborate with others and value their contribution	- Encourage a culture that recognises the value of collaboration - Build cooperation and overcome barriers to information sharing and communication across teams and units - Share lessons learned across teams and units - Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work - Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services	Adept
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	- Research and apply criticalthinking 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

|	**Demonstrate Accountability** Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	• Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices • Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly	Intermediate
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	• Identify opportunities to use a broad range of technologies to collaborate • Monitor compliance with cyber security and the use of technology policies • Identify ways to maximise the value of available technology to achieve business strategies and outcomes • Monitor compliance with the organisation's records, information and knowledge management requirements	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.

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	Foundational
Personal Attributes	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
Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational

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