

Role Description

Land Services Officer Travelling Stock Reserves



Cluster	Department of Regional NSW
Agency	Local Land Services
Location	Negotiable within Region
Classification/Grade/Band	Advisory and Technical Stream, LLS Grade 5
Role Family	Regulation & Compliance
ANZSCO Code	234399
PCAT Code	1119192
Date of Approval	May 2018 (updated May 2020)
Agency Website	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 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.

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, private native forestry and the Soil Conservation Services.

Primary purpose of the role

The role delivers front line services to land managers and the community to care for, manage the use of, and maintain travelling stock reserves (TSR) within the region with a focus on protecting and enhancing social, cultural, environmental and production values. The role provides advice which contributes to the development of management plans, manages projects and activities to maintain and improve the value of TSR environmental and physical assets and infrastructure, issues permits, assesses conservation values and manages relationships with TSR lessees and stakeholders.

Key accountabilities

- Manage projects and implement plans and activities that ensure the region's travelling stock reserves are made available for appropriate access by the community, are used sustainably and are maintained in accordance with legislative obligations
- Collect and collate data, analyse information and provide accurate and appropriately balanced advice, reports and recommendations on the use and condition of travelling stock reserves

- Plan and implement programs and activities to control weeds and maintain infrastructure and assets including stockyards, stock watering holes, structures and fences, including managing contractors and/or Field Officers to perform work if required
- Provide advice on opportunities to create additional revenue generating activities and increase accessibility to travelling stock reserves and implement regional plans related to travelling stock reserve uses including leading competitive processes to source and secure commercial arrangements, issue permits and maintain relationships with lessees and permit holders to ensure contractual compliance
- Undertake assessments of travelling stock reserve conservation values and provide advice on, and implement, appropriate actions to maintain and/or improve conservation values
- Ensure that travelling stock reserves are maintained in readiness to support emergency management and control of livestock during natural disaster events and participate in other LLS emergency management prevention, preparedness, response and recovery activities

Key challenges

- Balancing a range of conflicting priorities and projects in an environment of high workload, rigorous accountability, strict deadlines and high community expectations
- Identifying and securing revenue whilst maintaining the integrity of environmental and cultural values and managing associated financial mechanisms and arrangements
- Managing conflicts and negotiating solutions which may arise as a result of the multiple use of travelling stock reserves

Key relationships

Who	Why
Internal	
Team Leader	<ul style="list-style-type: none"> • Receives direction and support in the development and implementation TSR coordination activities • Provides advice and recommendations to resolve natural resource management and agricultural issues and improve the coordination of TSRs
Other staff	<ul style="list-style-type: none"> • Seek and provide advice and support and work as a team to develop and implement LLS programs
External	
Farmers, land managers, community groups, industry groups, government organisations	<ul style="list-style-type: none"> • Provide advice and information on the current and future use of travelling stock reserves • Negotiate with public and private land managers for the appropriate management of travelling stock reserves • Seek information and provide advice in the identification, control and maintenance of weed infestations, pests, water supply and fences on travelling stock reserves • Identify revenue raising opportunities and activities

Role dimensions

Decision making

Responsible for making daily decisions in order to meet the requirements of the role

Reporting line

Team Leader /Supervisor

Direct reports

This role may supervise field staff

Budget/Expenditure

Nil

Essential requirements

- Knowledge and understanding of current agricultural, environmental, natural resource management, biosecurity and emergency management issues
- Current NSW Driver Licence and the ability and willingness to travel
- Ability and willingness to undertake a police check and medical clearance





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

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
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

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 Act with Integrity	Intermediate	<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 follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Build a supportive and co-operative team environment Share information and learning across teams Acknowledge outcomes which were achieved by effective collaboration Engage other teams/units to share information and solve issues and problems jointly Support others in challenging situations
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> Complete work tasks to agreed budgets, timeframes and standards Take the initiative to progress and deliver own and team/unit work Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals Seek and apply specialist advice when required
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> Take responsibility and be accountable for own actions Understand delegations and act within authority levels Identify and follow safe work practices, and be vigilant about their application by self and others Be alert to risks that might impact the completion of an activity and escalate these when identified Use financial and other resources responsibly
Business Enablers Procurement and Contract Management	Intermediate	<ul style="list-style-type: none"> Understand and comply with legal, policy and organisational guidelines and procedures in relation to procurement and contract management Conduct delegated purchasing activities, complying with prescribed guidelines and procedures Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> Perform basic research and analysis which others will use to inform project directions Understand project goals, steps to be undertaken and expected outcomes Prepare accurate documentation to support cost or resource estimates Participate and contribute to reviews of progress, outcomes and future improvements Identify and escalate any possible variance from project plans