

# Role Description

## Trainee Conservation Field Officer



Regional  
NSW

Cluster	Regional NSW
Agency	Department of Regional New South Wales
Group/Division/Branch	
Location	
Classification/Grade/Band	Conservation Field Officer Trainee
Role Family	Standard / Trade and Labour, Facilities Management / Support
ANZSCO Code	234311
PCAT Code	1119192
Date of Approval	September 2020
Agency Website	<a href="http://www.nsw.gov.au/regional-nsw">www.nsw.gov.au/regional-nsw</a>

### Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is 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.

### Primary purpose of the role

The Trainee Conservation Field Officer role involves a combination of work and structured training to gain experience in all facets of Conservation Field Officer duties. The trainee will assist with construction, maintenance and improvement activities in the Area.

The Trainee Conservation Field Officer will be trained to use machinery ranging from hand tools to heavy plant to work on a range of environmental and civil construction projects utilising both Soil Conservation Services and contract staff resources.

### Key accountabilities

- Undertake a broad range of worksite activities implementing soil and water conservation earthworks, civil works and asset maintenance programs
- Perform regular servicing of plant and equipment as per the relevant maintenance schedule for the particular unit and/or as directed and immediately notify management of mechanical problems that cannot be repaired
- Undertake a range of basic computer and office tasks including log sheets, time sheets, email
- Ensure compliance with all quality, safety and environmental requirements of the work site as outlined within the Department's safety policies and guidelines
- Work collaboratively as part of a team ensuring that all aspects of work are undertaken

- Perform all duties in accordance with the SCS Integrated Management System while contributing to the improvement of processes and procedures

## Key challenges

- Learning to plan and carry out on ground works in an efficient and cost effective manner ensuring construction standards are maintained
- Learning to anticipate and address non-conforming standards in construction before they arise
- Learning to plan and carry out on ground works in an efficient and cost effective manner ensuring construction standards are maintained
- Ensuring WHS policies and procedures are followed to minimise risk of injury given the role has a moderate to high level of physical demand, for example intermittent heavy muscular work, manual handling of heavy loads and walking over various types of terrain.

## Key relationships

Who	Why
<b>Internal</b>	
Team Supervisor	<ul style="list-style-type: none"> <li>• Provide advice in relation to a range of environmental and civil construction projects</li> </ul>
Office Staff	<ul style="list-style-type: none"> <li>• Deliver information and provide guidance for the implementation of</li> <li>• soil and water conservation earthworks, civil works and asset</li> <li>• maintenance programs as well as maintenance of property,</li> <li>• machinery and equipment</li> </ul>

## Role dimensions

### Decision making

Decision making is minimal as the trainee will work under daily supervision

### Reporting line

Team Supervisor/Leader

### Direct reports

Nil

### Budget/Expenditure

Nil

## Essential requirements

- Current Class C driver licence and willingness to travel and work away from base location.
- Hold or willingness to obtain licences/competencies: Truck licence (Class HR), Chainsaw Operations (Level 1), First Aid training, 4WD training, Agricultural Chemicals Handling Course and other training courses as required by the Department.

## 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><b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values</p>	<ul style="list-style-type: none"> <li>Behave in an honest, ethical and professional way</li> <li>Build understanding of ethical behaviour</li> <li>Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation</li> <li>Speak out against misconduct and illegal and inappropriate behaviour</li> <li>Report apparent conflicts of interest</li> </ul>	Foundational
 <p>Relationships</p>	<p><b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives</p>	<ul style="list-style-type: none"> <li>Recognise the importance of customer service and understanding customer needs</li> <li>Help customers understand the services that are available</li> <li>Take responsibility for delivering services that meet customer requirements</li> <li>Keep customers informed of progress and seek feedback to ensure their needs are met</li> <li>Show respect, courtesy and fairness when interacting with customers</li> <li>Recognise that customer service involves both external and internal customers</li> </ul>	Foundational
 <p>Results</p>	<p><b>Demonstrate Accountability</b> Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines</p>	<ul style="list-style-type: none"> <li>Take responsibility for own actions</li> <li>Be aware of delegations and act within authority levels</li> <li>Be aware of team goals and their impact on work tasks</li> <li>Follow safe work practices and take reasonable care of own and others' health and safety</li> <li>Escalate issues when these are identified</li> <li>Follow government and organisational record-keeping requirements</li> </ul>	Foundational
 <p>Business Enablers</p>	<p><b>Project Management</b> Understand and apply effective planning, coordination and control methods</p>	<ul style="list-style-type: none"> <li>Understand project goals, steps to be undertaken and expected outcomes</li> <li>Plan and deliver tasks in line with agreed project milestones and timeframes</li> <li>Check progress against agreed milestones and timeframes, and seek help to overcome barriers</li> <li>Participate in planning and provide feedback on progress and potential improvements to project processes</li> </ul>	Foundational

## 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	Foundational
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Foundational
	Work Collaboratively	Collaborate with others and value their contribution	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Foundational
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	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	Foundational