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| **Cluster** | Premier and Cabinet |
| **Agency** | Department of Premier and Cabinet |
| **Division/Branch/Unit** | Heritage Division/Heritage Operations/Specialist Services |
| **Location** | Various |
| **Classification/Grade/Band** | Environment Officer Class 9 |
| **Role Number** | Various |
| **ANZSCO Code** | 1119192 |
| **PCAT Code** | 2119192 |
| **Date of Approval** | 30 August 2017 |
| **Agency Website** | [www.dpc.nsw.gov.au](http://www.dpc.nsw.gov.au) |

Agency overview  
The NSW Department of Premier and Cabinet (DPC) is the lead central agency in the NSW Government.

We support the Premier and the Special Minister of State, the Cabinet, Ministers and agencies by coordinating policies and services across government. We lead policy development, provide innovative ideas and support Government plans and projects.

Working with us will give you a broad overview in areas such as public policy formulation, public administration and state administrative matters and an opportunity to be involved in a range of state-wide policies, issues and projects.

For more information go to <http://www.dpc.nsw.gov.au/about/about_the_department>.

Primary purpose of the role

Contribute to the implementation of the Government’s heritage policy objectives and statutory requirements for heritage conservation within NSW; provide professional, archaeological focused advice on diverse heritage and conservation issues to the Minister, Government, local government, State agencies and the community. The role contributes to the delivery of the Heritage Division’s vision of Celebrating, Sharing and Connecting our stories, our history and places in NSW.

# Key accountabilities

* Provide timely, well-analysed policy and technical archaeological focused advice to key internal and external stakeholders including the Minister, the Heritage Council, local councils, private landowners, community representatives, government agencies and non-government organisations on archaeological heritage matters across the State to ensure best practice management and conservation of archaeological heritage sites and ‘relics’.
* Prepare assessment reports to the Heritage Council and its committees including assessing and processing of statutory applications and referrals under the Heritage Act 1977 for archaeological sites, within statutory timeframes.
* Provide heritage regulatory and advisory services to support timely and effective implementation of the statutory and non-statutory requirements of the Division including Archaeological relics provisions of the Heritage Act.
* Comment on local council development applications, State Significant Development and State Significant Infrastructure projects, environmental planning instruments, environmental impact studies and conservation management plans.
* Source specialist services as required for the Heritage Division.
* Draft and present reports, briefing notes, correspondence and committee submissions on heritage issues that may be contentious or politically sensitive.

Key challenges

* Extremely High volume of work within statutory timeframes and other competing deadlines.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Senior Team Leader | * Escalate issues, keep informed, advise and receive instructions. |
| Work team/Other internal staff | * Participate as a member to deliver the agency's mission, strategies and key priorities from an operational perspective. |
| Heritage Division staff | * Guide and support, and develop and maintain, effective working relationships to facilitate information exchange and ensure enhanced staff engagement by gaining commitment and cooperation. * Identify regional staff to build capacity and foster skills transfer and knowledge exchange. * Provide expert timely advice to Heritage Division and Management on issues, trends and risks with the potential to significantly impact on the area. |
| **External** |  |
| External Stakeholders | * Guide and support, and develop and maintain, effective working relationships including government agencies, community groups, industry, landholders and water users to facilitate information exchange and ensure enhanced stakeholder engagement by gaining commitment and cooperation. |
| Range of forums including committees and working groups | * Represent to provide technical advice and influence positive decision making processes. |
| Heritage Council | * Provide advice, prepare reports |

# Role dimensions

## Decision making

## The role operates with a high level of autonomy in respect to their day to day activities including determining work priorities within the context of an agreed work plan and is accountable for the quality, integrity and accuracy of the content of advice provided.

## Reporting line

The role reports to the Senior Team Leader, Specialist Services.

## Direct reports

NIL.

## Budget/Expenditure

NIL.

Essential requirements

Tertiary qualifications in archaeology or equivalent or relevant practical experience, and accumulated knowledge and interest in heritage conservation; in particular, historical archaeology.

Experience in, and understanding of, the archaeological assessment process and experience in developing and implementing management strategies for archaeological sites.

# 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](http://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** |
|  | Display Resilience and Courage | Intermediate |
| **Act with Integrity** | **Adept** |
| Manage Self | Intermediate |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Adept** |
| **Commit to Customer Service** | **Adept** |
| Work Collaboratively | Adept |
| Influence and Negotiate | Adept |
|  | **Deliver Results** | **Advanced** |
| Plan and Prioritise | Adept |
| Think and Solve Problems | Intermediate |
| Demonstrate Accountability | Intermediate |
|  | Finance | Foundational |
| Technology | Intermediate |
| Procurement and Contract Management | Foundational |
| **Project Management** | **Adept** |

## 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 | Adept | Represent the organisation in an honest, ethical and professional way and encourage others to do so  Demonstrate professionalism to support a culture of integrity within the team/unit  Set an example for others to follow and identify and explain ethical issues  Ensure that others understand the legislation and policy framework within which they operate  Act to prevent and report misconduct, illegal and inappropriate behaviour |
| **Relationships**  Communicate Effectively | Adept | Tailor communication to the audience  Clearly explain complex concepts and arguments to individuals and groups  Monitor own and others’ non-verbal cues and adapt where necessary  Create opportunities for others to be heard  Actively listen to others and clarify own understanding  Write fluently in a range of styles and formats |
| **Relationships**  Commit to Customer Service | Adept | 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  Maintain relationships with key customers in area of expertise  Connect and collaborate with relevant stakeholders within the community |
| **Results**  Deliver Results | Advanced | Drive a culture of achievement and acknowledge input of others  Investigate and create opportunities to enhance the achievement of organisational objectives  Make sure others understand that on-time and on-budget results are required and how overall success is defined  Control output of business unit to ensure government outcomes are achieved within budget  Progress organisational priorities and ensure effective acquisition and use of resources  Seek and apply the expertise of key individuals to achieve organisational outcomes |
| **Business Enablers**  Project Management | Adept | Prepare clear project proposals and define scope and goals in measurable terms  Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements  Prepare accurate estimates of costs and resources required for more complex projects  Communicate the project strategy and its expected benefits to others  Monitor the completion of project milestones against goals and initiate amendments where necessary  Evaluate progress and identify improvements to inform future projects |