

Role Description

Team Leader, Saving Our Species



Planning,
Industry &
Environment

Cluster	Planning Industry and Environment
Agency	Department of Planning Industry and Environment
Division/Branch/Unit	Environment Energy and Science/Biodiversity and Conservation
Location	Various
Classification/Grade/Band	Environment Officer Class 10
Role Number	Generic
ANZSCO Code	234311
PCAT Code	1119192
Date of Approval	April 2016 (updated May 2021)
Agency Website	www.dpie.nsw.gov.au

Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

Primary purpose of the role

Supervise a team with the primary responsibility for the delivery of Saving our Species program in the region by building partnerships with, and influencing community and government organisations as well as assist in developing, assessing and prioritising future state-wide threatened species recovery strategies.

Key accountabilities

- Supervise a multidisciplinary team in delivering regional biodiversity conservation programs to ensure strategic conservation program outcomes.
- Prioritise, plan, prepare, coordinate and implement strategies for threatened species across regional NSW consistent with government policies and programs.
- Ensure that processes and actions remain relevant, contemporary and responsive to government objectives for the recovery of threatened species.
- Work closely with key stakeholders such as council, catchment management authorities, landowners and the wider community to promote, educate, influence, negotiate with and gain support for priority conservation programs and to encourage local ownership.
- Promote and facilitate understanding and information exchange when collaborating with key stakeholders on issues impacting on conservation programs

- Provide guidance, training and leadership to internal and external stakeholders on threatened species conservation to ensure policies, programs and legislative requirements are interpreted and implemented consistently
- Represent the Department on a range of forums to influence and provide expert advice on operational activities ensuring consistency with government policy and legislative requirements
- Provide expert advice and information on a wide range of conservation and legislative responsibilities that contribute to the proactive recovery of threatened species, ensuring that the organisation's corporate position is articulated consistently and appropriately.

Key challenges

- Operating in a multi-disciplinary geographically dispersed team whilst being accountable for the coordinated delivery of state-wide and high quality programs within their area of responsibility.
- Dealing with community and business impact as well as a range of stakeholders whilst ensuring positive outcomes for threatened species
- Exercising judgement, discretion and confidentiality when representing the Department in a range of forums.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Receive guidance, direction and support, provide advice and exchange information
Direct Reports	<ul style="list-style-type: none"> • Provide guidance, support and exchange information.
External	
Stakeholders	<ul style="list-style-type: none"> • Prepare and provide highly accurate advice and guidance to key external stakeholders including local councils, private landowners, state and federal governments, other government agencies, industry groups, Aboriginal communities, and non-government organisations.

Role dimensions

Decision making

The role operates with some level of autonomy within the context of the agreed performance and development plan and makes decisions within the limits of delegated authority. The role is accountable for the delivery of assigned work and is directed by its supervisor/manager on work priorities, complex issues and all matters requiring a higher authority to determine and resolve issues.

Reporting line

Reports to the Manager of allocated Supervisor.

Direct reports

As allocated in the Program.

Budget/Expenditure

As per project allocated.

Key knowledge and experience

- Superior knowledge of the operational and strategic requirements for the successful delivery of a range of biodiversity conservation programs.
- High level experience in developing, implementing and monitoring strategic and operational plans for the delivery of complex programs, with a demonstrated track record of providing direction and achieving results through multidisciplinary and geographically dispersed teams.

Essential requirements

- A degree in Science or in a relevant natural resource discipline.
- Australian driver's license.

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	<ul style="list-style-type: none">• Represent the organisation in an honest, ethical and professional way and encourage others to do so• Act professionally and support a culture of integrity• Identify and explain ethical issues and set an example for others to follow• Ensure that others are aware of and understand the legislation and policy framework within which they operate• Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none">• Act as a professional role model for colleagues, set high personal goals and take pride in their achievement	Advanced

		<ul style="list-style-type: none"> Actively seek, reflect and act on feedback on own performance Translate negative feedback into an opportunity to improve Take the initiative and act in a decisive way Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation 	
 <p>Relationships</p>	<p>Communicate Effectively</p> <p>Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> Tailor communication to diverse audiences Clearly explain complex concepts and arguments to individuals and groups Create opportunities for others to be heard, listen attentively and encourage them to express their views Share information across teams and units to enable informed decision making Write fluently in plain English and in a range of styles and formats Use contemporary communication channels to share information, engage and interact with diverse audiences 	Adept
	<p>Influence and Negotiate</p> <p>Gain consensus and commitment from others, and resolve issues and conflicts</p>	<ul style="list-style-type: none"> Influence others with a fair and considered approach and present persuasive counter-arguments Work towards mutually beneficial 'win-win' outcomes Show sensitivity and understanding in resolving acute and complex conflicts and differences Identify key stakeholders and gain their support in advance Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise Anticipate and minimise conflict within the organisation and with external stakeholders 	Advanced
 <p>Results</p>	<p>Plan and Prioritise</p> <p>Plan to achieve priority outcomes and respond flexibly to changing circumstances</p>	<ul style="list-style-type: none"> Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work Initiate, prioritise, consult on and develop team and unit goals, strategies and plans Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses Ensure current work plans and activities support and are consistent with organisational change initiatives Evaluate outcomes and adjust future plans accordingly 	Adept

Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Research and apply critical-thinking 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



Business
Enablers

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



People
Management

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






Adept

- 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

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	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Adept
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
 People Management	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