

# Role Description

## Senior Environment Officer



Transport  
for NSW

Cluster	Transport for NSW
Agency	Transport for NSW
Division/ Branch/ Unit	Safety, Environment and Regulation / Environment
Location	Various
Classification/ Grade/ Band	USS10
Role Number	Various
ANZSCO Code	234312
PCAT Code	1129192
Date of Approval	February 2020
Agency Website	<a href="http://www.transport.nsw.gov.au">www.transport.nsw.gov.au</a>

### Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we're delivering a \$55.6bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of numerous integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

### Safety, Environment and Regulation

The Safety, Environment and Regulation (SER) division leads policy, strategy, standards, advice and support across safety, environment, sustainability, asset management and regulatory outcomes for customers, for community and for our people (including contractors).

SER provides 'centres of excellence' with a critical mass of expertise to support line accountability, facilitate consistency and provide assurance across the cluster. It also delivers a range of regulatory programs.

### Primary purpose of the role

The Senior Environment Officer provides expert advice and assistance on a range of environmental planning, environmental management, assessment and compliance requirements for Transport for NSW activities to achieve required Government environmental outcomes and meet the expectations of the community of New South Wales.



## Key accountabilities

- Provide expert advice on environmental legislation, government and environmental policy and procedures to support the delivery of a full range of Transport for NSW activities, including various infrastructure development programs.
- Prepare and provide expert review of comprehensive environmental assessment documentation to support the assessment of environmental impacts.
- Influence multidisciplinary project teams, including external contractors in the early and ongoing identification and management of environmental risks and issues to facilitate the achievement of environmental best practice and risk minimisation across the Transport Agency.
- Undertake site inspections and environmental audits in accordance with policies and procedure to promote continuous improvement in environmental performance and compliance with regulatory, contractual and system requirements.
- Evaluate the performance of projects by coordinating the collection and analysis of data and reporting to assist and support project managers, staff and contract organisations to improve environmental performance.

## Key challenges

- Working effectively with agencies and representing TfNSW as a source of effective, innovative and best practice to deliver on Transport for NSW and Government goals.
- Maintaining awareness of current trends and research in specialist environmental areas to enable TfNSW to continually drive best practice and innovation in environmental outcomes.
- Influencing the implementation of innovative and best practice environmental standards and practices across business and operational units across Transport and external contractors where there may be conflicting agendas.

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Report to, receive broad guidance and direction</li> <li>• Provide regular updates on matters and priorities</li> <li>• Escalate issues and seek advice and support where required</li> </ul>
Project development and delivery teams within relevant delivery Division	<ul style="list-style-type: none"> <li>• Build and maintain constructive and collaborative relationships</li> <li>• Share and exchange information</li> <li>• Lead and motivate small teams to deliver effective solutions and improve environmental outcomes across a business</li> </ul>
Relevant client Divisions	<ul style="list-style-type: none"> <li>• Work with internal stakeholders and balance the needs of those stakeholders against environmental outcomes and compliance requirements</li> </ul>
<b>External</b>	
NSW and Federal Government Agencies and Departments	<ul style="list-style-type: none"> <li>• Working effectively with agencies and representing TfNSW as a source of effective, innovative and best practice to deliver on Agency and Government goals</li> </ul>
Industry partners and representatives	<ul style="list-style-type: none"> <li>• Build and maintain effective relationship and keep abreast of latest trends in the discipline</li> </ul>

Who	Why
Contracting and consulting organisations	<ul style="list-style-type: none"> <li>Partnership to negotiate contract and programs</li> </ul>
Community representatives and other stakeholder groups	<ul style="list-style-type: none"> <li>Working with external stakeholders and balance the needs of those stakeholders against environmental outcomes and compliance requirements</li> <li>Address technical issues with a non-technical audience</li> </ul>

## Role dimensions

### Decision making

The role operates with autonomy within the context of their agreed work plan and makes decisions within the limits of delegated authority. The role is accountable for the delivery of assigned work. The role is individually accountable for the quality, integrity and validity of the service provided.

The role defers to the manager on issues that require a higher level of resolution or delegation.

### Reporting line

The role reporting lines vary depending on the nature of the region/location of the role.

### Direct reports

Nil

### Budget/Expenditure

Nil

## Essential requirements

- Relevant tertiary qualification in environmental science, environmental planning, environmental management or related discipline.
- Demonstrated knowledge and thorough understanding of the NSW and federal environmental regulatory framework.
- Experience in the preparation and review of environmental impact assessment documentation for large scale linear infrastructure projects and experience in dealing with regulatory bodies.
- Demonstrated ability to work with multi-disciplinary project teams to deliver high-quality environmental management and experience in the identification and effective management of environmental risks for major projects.
- Demonstrated experience in monitoring and evaluating environmental performance and experience in providing advice and guidance to improve environmental outcomes in the construction phase.
- Australian Class C Drivers Licence and be willing to travel to sites as required.

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

### 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
<b>Personal Attributes</b> Display Resilience and Courage	Adept	<ul style="list-style-type: none"> <li>Be flexible, show initiative and respond quickly when situations change</li> <li>Give frank and honest feedback/advice</li> <li>Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively</li> <li>Raise and work through challenging issues and seek alternatives</li> <li>Keep control of own emotions and stay calm under pressure and in challenging situations</li> </ul>
<b>Personal Attributes</b> Value Diversity	Intermediate	<ul style="list-style-type: none"> <li>Be responsive to diverse experiences, perspectives, values and beliefs and listen to others' individual viewpoints</li> <li>Seek input from others who may have different perspectives and needs</li> <li>Adapt well in diverse environments</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Communicate Effectively	Advanced	<ul style="list-style-type: none"> <li>• Present with credibility, engage varied audiences and test levels of understanding</li> <li>• Translate technical and complex information concisely for diverse audiences</li> <li>• Create opportunities for others to contribute to discussion and debate</li> <li>• Actively listen and encourage others to contribute inputs</li> <li>• Adjust style and approach to optimise outcomes</li> <li>• Write fluently and persuasively in a range of styles and formats</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>• Negotiate from an informed and credible position</li> <li>• Lead and facilitate productive discussions with staff and stakeholders</li> <li>• Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>• Recognise and explain the need for compromise</li> <li>• Influence others with a fair and considered approach and sound arguments</li> <li>• Show sensitivity and understanding in resolving conflicts and differences</li> <li>• Manage challenging relations with internal and external stakeholders</li> <li>• Pre-empt and minimise conflict</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>• Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work</li> <li>• Initiate, prioritise, consult on and develop team/unit goals, strategies and plans</li> <li>• Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses</li> <li>• Ensure current work plans and activities support and are consistent with organisational change initiatives</li> <li>• Evaluate achievements and adjust future plans accordingly</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options</li> <li>• Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> </ul>

- Evaluate progress and identify improvements to inform future projects
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