

Role Description

Field Environmental Officer Trainee

Cluster	Planning, Industry and Environment
Agency	Local Land Services
Division/Branch/Unit	Riverina
Location	Griffith
Classification/Grade/Band	Trainee Skill Level B
Role Family <i>(internal use only)</i>	Bespoke/Trade & Labour, Facilities Management/Support
ANZSCO Code	234311
PCAT Code	1119192
Date of Approval	July 2019
Agency Website	http://www.lls.nsw.gov.au

Agency overview

Local Land Services (LLS) was established in January 2014 to provide quality, customer- focused services to landholders and the community across New South Wales. The organisation brings together the agricultural advice, biosecurity, natural resource management, emergency services and Soil Conservation Service functions previously provided by 28 organisations into a single organisation comprising around 950 staff with a budget of approximately \$225 million.

LLS provide products and services that are strongly focused on meeting local customer needs, combined with the strength of being a single organisation governed by the Local Land Services Board. Eleven local regions, Sustainable Land Management and the Soil Conservation Service are responsible for local delivery. Each local region has a local board which is responsible for the oversight of day-to- day operations and local strategic direction in line with state priorities. The regions vary in geographic and organisational size and are supported by the state operations unit.

The Sustainable Land Management business unit provides regulatory services under the Biodiversity Conservation Act 2017 and the Soil Conservation Service is a commercial entity for environmental consulting and soil conservation services.

Primary purpose of the role

The trainee undertakes a combination of structured training and work activities to gain experience in vertebrate pest management, natural resource management and Aboriginal Cultural Heritage management and related skills by working under supervision at sites in the Riverina region. The role is required to undertake and complete a certificate level qualification in Vertebrate Pest Management during their traineeship.

Key accountabilities

- Work collaboratively and safely as part of a mobile outdoor team ensuring that all aspects of work are undertaken in compliance to WHS policy
- Implement priority field animal and plant biosecurity activities to deliver outcomes which protect the economy, environment and community of NSW and post response recovery programs
- Learn about the importance of threatened species conservation
- Participate in on the job training and lessons learnt activities undertaken throughout the placement, using project and work site knowledge gained to build upon existing educational and training outcomes
- Comply with all quality, safety and environmental requirements of the work site as outlined within the Department of Industry NSW safety policies and guidelines
- The trainee will be required to undertake and complete a certificate level qualification in Vertebrate Pest Management during their traineeship.

Key challenges

- Learn to plan and carry out on ground works in an efficient and cost effective manner ensuring standards are maintained.
- Comply with WHS policies and procedures for the worksite, minimising 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
- The trainee's attendance and ongoing work performance contributes to the attainment of the formal qualification undertaken as part of the traineeship. The trainee must be ready to work, learn and apply new skills throughout this traineeship.

Key relationships

Who	Why
Internal	
Team Supervisor	<ul style="list-style-type: none">• The Team Supervisor will be the primary contact for the trainee. The Team Supervisor will provide the majority of on-the-job training.

Role dimensions

Full-time position *up to June 2023* subject to performance and other factors.

Decision making

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

Reporting line

Team Supervisor

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- This is an identified position under Section 14 of the *Anti Discrimination Act 1977 (NSW)*. Applicants must be of Aboriginal descent through parentage, identification as being Aboriginal and accepted in the community as such. Aboriginality is a genuine occupational qualification and is authorised under Section 14(d) of the *Anti-discrimination Act (1997)*. You will need to confirm in your written application that you are Aboriginal and therefore qualify for this position.
- Ability to learn new techniques and undertake cultural and traditional ecological learning
- Ability to work cooperatively in a team and to communicate effectively
- Willingness and ability to undertake RTO qualification in Vertebrate Pest Management
- Hold or willingness to obtain licences / competencies: Manual Class C drivers licence, 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 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	Foundational
	Act with Integrity	Foundational
	Manage Self	Foundational
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Foundational
	Commit to Customer Service	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

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	Foundational	<ul style="list-style-type: none"> Behave in an honest, ethical and professional way Take opportunities to clarify understanding of ethical behaviour requirements Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role Speak out against misconduct, illegal and inappropriate behaviour Report apparent conflicts of interest
Relationships Commit to Customer Service	Foundational	<ul style="list-style-type: none"> Understand the importance of customer service Help customers understand the services that are available Take responsibility for delivering services which meet customer requirements Keep customers informed of progress and seek feedback to

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<p>ensure their needs are met</p> <ul style="list-style-type: none"> • Show respect, courtesy and fairness when interacting with customers
Relationships Work Collaboratively	Foundational	<ul style="list-style-type: none"> • Work as a supportive and co-operative team member, share information and acknowledge others' efforts • Respond to others who need clarification or guidance on the job • Step in to help others when workloads are high • Keep team and supervisor informed of work tasks
Results Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> • Take responsibility for own actions • Be aware of delegations and act within authority levels • Be aware of team goals and their impact on work tasks • Follow safe work practices and take reasonable care of own and others health and safety • Escalate issues when these are identified
Business Enablers Project Management	Foundational	<ul style="list-style-type: none"> • Plan and deliver tasks in line with agreed schedules • Check progress against schedules, and seek help to overcome barriers • Participate in planning and provide feedback about improvements to schedules