Role Description
Senior Team Leader - Ecosystems & Threatened Species

Cluster	Planning Industry & Environment
Agency	Department of Planning Industry and Environment
Division/Branch/Unit	Environment, Energy & Science / Biodiversity Conservation & Science / Biodiversity & Conservation
Location	Various
Classification/Grade/Band	Environment Officer Class 12
Role Number	Generic
ANZSCO Code	234311
PCAT Code	1119192
Date of Approval	August 2021 (updated from May 2016)
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.

The Environment, Energy and Science (EES) Group within DPIE brings together a range of functions including national park management, biodiversity and conservation, climate change, sustainability, resilience and adaptation, renewable energy and energy security, and circular economy policy. The work of the Group is supported by centres of excellence in policy; science; economics; data analytics and insights.

Primary purpose of the role

Lead a team with the primary responsibility for the delivery of biodiversity conservation programs in the region by building partnerships with, and influencing community, non-government and government organisations as well as assist the Department develop, assess and prioritise future state-wide programs.

Key accountabilities

- Lead a multidisciplinary team in delivering regional biodiversity conservation programs to ensure strategic outcomes. Accountable for the operational delivery of agreed priority action statement and threat abatement projects and actions in the region.

- Lead project teams in successful project management, including the facilitation of reviews and analysis of program and project effectiveness. Co-ordinate the allocation of resources to ensure appropriate fiscal and resource management within the program.
- Contribute directly to the development of contemporary strategies for the recovery of threatened species in collaboration with the Environment Energy and Science Division through the translation of regional delivery experience and evaluation of regional actions.
- Work closely with key stakeholders such as councils, Local Land Services, non-government organisations, landowners and the wider community to promote, educate, influence, negotiate and gain support for priority conservation programs and to encourage local participation and ownership.
- Conduct and contribute to regional assessments to evaluate conservation strategies and programs in meeting program objectives, outcomes, targets and regulatory responsibilities, and support strategic planning processes.
- Maintain knowledge of regulatory functions, frameworks and implementation guidelines to support continued expertise in conservation management.
- Apply individual and team expertise to identify conservation priorities, provide advice and, where appropriate, contribute to expert witness matters.
- Prepare high level written reports, submissions, briefing notes and ministerial correspondence on a range of issues including contentious or politically sensitive issues often involving significant financial implications and government credibility.

Key challenges

- Leading a multi-disciplinary team being accountable for the coordinated delivery of region-wide high quality conservation programs.
- Understanding the complexities of impacting issues in the operating context and developing and recommending innovative and conceptual solutions.
- Displaying initiative to conduct analysis and apply consistent and collective methodologies in addressing complex issues in an environment of rapid and unpredictable change and to support evidence based decision making.

Key relationships

Who	Why
Internal	
Manager/Supervisor	• Receive guidance and support, provide advice and exchange information.
Staff	• Provide guidance, support, exchange information and facilitate their professional development.
Work team/other staff	• Work collaboratively to contribute to achieving business outcomes. • Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing.
Client/customer	• Address queries and/or redirect to relevant party for review and resolution.
Senior Management	• Negotiate with, and provide expert advice to senior management on issues related to the coordinated delivery of state-wide, high quality environmental, community engagement and compliance programs.

NSW GOVERNMENT

Who	Why
External	
Stakeholders	• Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives.

Role dimensions

Decision making

The role is expected to operate with autonomy, makes day to day decisions relating to work priorities and workload management, for themselves and any staff supervised. The position is accountable for the quality, integrity and accuracy of content of advice provided.

Reporting line

Reports to the Director.

Direct reports

Direct reports range from 10-12 staff.

Budget/Expenditure

TBC.

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 teams.

Essential requirements

- A tertiary qualification in environmental science or equivalent field.
- A manual Class C Drivers Licence

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.

NSW
GOVERNMENT

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	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations	Adept
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	• Act as a professional role model for colleagues, set high personal goals and take pride in their achievement • 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	Advanced
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• 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
	Work Collaboratively Collaborate with others and value their contribution	• Recognise outcomes achieved through effective collaboration between teams • Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government • Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions	Advanced

NSW GOVERNMENT

		• Network extensively across government and organisations to increase collaboration • Encourage others to use appropriate collaboration approaches and tools, including digital technologies	
Results	**Plan and Prioritise** Plan to achieve priority outcomes and respond flexibly to changing circumstances	• 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	• Prepare and review project scope and business cases for projects with multiple interdependencies • Access key subject-matter experts' knowledge to inform project plans and directions • Design and implement effective stakeholder engagement and communications strategies for all project stages • Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans and minimise impact	Advanced

NSW
GOVERNMENT

		• Manage transitions between project stages and ensure that changes are consistent with organisational goals • Participate in governance processes such as project steering groups	
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 • 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	Adept

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	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	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
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept

Results	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	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate