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| **Cluster** | Planning, Industry and Environment |
| **Agency** | Department of Planning Industry and Environment |
| **Division/Branch/Unit** | Environment, Energy & Science / National Parks and Wildlife Service / Park Operations |
| **Role number** | Generic |
| **Classification/Grade/Band** | Ranger Grade 1/2 |
| **ANZSCO Code** | 234314 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | 01 May 2014 (updated 15 February 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.

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, waste management and resource recovery, and environmental and mine safety regulation. The work of the Group is supported by centres of excellence in science; policy and strategy; and data analytics and insights.

**National Park & Wildlife Service overview**

National Park & Wildlife Service (NPWS) manages more than 870 national parks and reserves, covering over 7 million hectares or 9% of the landmass of NSW. We conserve and celebrate our biodiversity and cultural heritage and provide wonderful natural visitor experiences for the whole community to enjoy. We carry out plant and animal conservation, sustainable tourism and visitation, research, education, volunteering programs, and fire and asset management. We work together with Aboriginal communities to manage and protect our parks on behalf of the people of NSW.

Primary purpose of the role

Provides effective management of natural, historic and Aboriginal heritage by undertaking, coordinating and supervising projects, environmental assessments, visitor and stakeholder liaison, and field based activities including bushfire management and law enforcement.

Contributes to ensuring Environment, Energy & Science (ESS) obligations and aims are met through the conservation of the natural and cultural heritage values of parks.

# Key accountabilities

* Assists in the management of agency estate through planning and implementing improvements and maintenance to facilities and provision of visitor recreational opportunities and by project managing: interagency initiatives, ecological restoration, threatened species recovery actions, wildlife management, weed control and feral animal control to protect and conserve the natural and cultural heritage.
* Implements agency policies and procedures and statutory requirements and responsibilities in regard to park use, fire management and wildlife licensing.
* Implements fire management programs and participates in wildfire response to protect public safety, property and park values, subject to training and certifications.
* Reviews and contributes to the development of plans of management and other environmental plans, undertakes environmental assessments and natural resource surveys and inventories and cultural and Aboriginal site management.
* Participates in visitor safety management and activities including search and rescue and event management and in incident management teams formed in response to wildfire and other emergency situations impacting park visitors and neighbours, wildlife or park values subject to training and certification.
* Implements law enforcement activities and programs within delegation and subject to training and certification.
* Contributes to the compilation of data for corporate datasets and interprets and applies spatial data to support planning and operations.
* May be required to operate a variety of equipment and vehicles in accordance with the Agency’s safe working procedures and the Work Health and Safety Act.

# Key challenges

* Ability to deal with disparate community views and to effectively work with a diverse range of stakeholders and ensure plans and recommendations address Aboriginal Community concerns in terms of the Agency fulfilling its role in protecting and maintaining their heritage.
* Required to keep updated on internal and external natural, cultural and historic heritage conservation issues, policies and approaches
* Is empowered under the National Parks and Wildlife Act to make decisions regarding field management issues and wildlife and plant licensing. Advice may be sought from other staff if law enforcement matters are unusual or have wider implications.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Supervisor | * Discuss issues, keep informed, advise and receive instructions.
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| Other internal staff | * Correctly and sensitively apply policies, practices and procedures and educate internal stakeholders accordingly.
* Seek advice from other staff if law enforcement matters are unusual or have wider implications.
* Work with staff in other ESS sections to deliver corporate priorities.
* Coordinate staff to achieve project delivery and outcomes.
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| Contractors/volunteers | * Supervise volunteers or contractors / consultants on projects.
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| **External** |  |
| Community and key stakeholders | * Provides an important community relations and education role, supporting and supervising volunteers, promoting awareness and understanding of all aspects of conservation through media press releases, liaison with park users, neighbours and other stakeholders.
* Liaise with local Aboriginal communities on the protection and interpretation of Aboriginal sites and to seek their involvement in the decision-making.
* Communicate with park visitors, park neighbours and community groups to provide information and advice regarding park use, Agency policies and procedures, and natural and cultural heritage resource matters.
* Exercise delegated authority for law enforcement.
* Participate in meetings at Department, inter-departmental and special interest group levels.
* Promote awareness, understanding and appreciation of natural and cultural heritage conservation and the Agency’s role through liaison with the community and key stakeholders.
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| Approval or consent proponents  | * Liaise with organisations and individuals seeking approval to conduct an activity under the NPWS Act to ensure appropriate consideration of permissibility, safety and protection of Park values.
* Appropriately respond to problem wildlife issues within Agency policies.
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| Other Government agencies / departments | * Liaise with other government departments such as the Roads and Maritime Services, NSW Police, Rural Fire Service, Local Land Services and Local Councils and contractors on joint projects or when they are undertaking works in the area.
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# Role dimensions

The Ranger needs to be a versatile professional officer that can work in teams and can deliver agency programs with minimal supervision. Operates with day-to-day independence, within the constraints of deadlines and emergency incidents and with the guidance of Corporate, Divisional, Regional and Area strategies and work programs.

The role involves a diverse range of work which contributes to the achievement of the purpose of the position and covers all levels and grades. The position is expected to progress through grade 1 (levels 1-6) and grade 2 on a competency basis. It is expected that work will be performed as required according to the skills and knowledge and grading of the incumbent. Work will be also performed as part of the gaining of specific competencies for a higher grade and to demonstrate maintenance of competencies from a lower grade. This does not preclude work being performed which involves a higher level of skills and knowledge than the grading of the incumbent for the purpose of upgrade.

## Decision making

* Exercise delegated authority for law enforcement to appropriate level of knowledge, skills & experience as necessary to ensure appropriate use of Agency facilities & the protection of natural, historic and cultural resources.
* Make daily decisions regarding appropriate responses and competing priorities.
* Use judgement in deciding on issues that require escalation.

## Reporting line

The role reports to the Team Leader Rangers.

## Direct reports

Nil. However, may be required to supervise staff, volunteers or contractors/ consultants on projects.

## Budget/Expenditure

Nil.

# Essential requirements

* A degree or equivalent relevant to the field operations of the Agency.
* The role is physically demanding and the requirements of a specific medical will need to be met (includes a task based physical assessment), with a clearance to undertake the firefighting task based fitness test which must be met to at least a moderate level.
* Current Driver’s Licence and ability to operate four-wheel-drive vehicles.
* Required to obtain certification at the appropriate level prior to undertaking firefighting/incident control duties.
* Willingness to fly in light aircraft and preparedness and ability to be involved in incident management duties including firefighting.

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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** |
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| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
|  | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | * Represent the organisation in an honest, ethical and professional way
* Support a culture of integrity and professionalism
* Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct
* Recognise and report misconduct and illegal and inappropriate behaviour
* Report and manage apparent conflicts of interest and encourage others to do so
 | Intermediate |
|  | **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 |
| **Influence and Negotiate**Gain consensus and commitment from others, and resolve issues and conflicts | * Use facts, knowledge and experience to support recommendations
* Work towards positive and mutually satisfactory outcomes
* Identify and resolve issues in discussion with other staff and stakeholders
* Identify others’ concerns and expectations
* Respond constructively to conflict and disagreements and be open to compromise
* Keep discussions focused on the key issues
 | Intermediate |
|  | **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | * Identify the facts and type of data needed to understand a problem or explore an opportunity
* Research and analyse information to make recommendations based on relevant evidence
* Identify issues that may hinder the completion of tasks and find appropriate solutions
* Be willing to seek input from others and share own ideas to achieve best outcomes
* Generate ideas and identify ways to improve systems and processes to meet user needs
 | Intermediate |
| **Demonstrate Accountability**Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | * Be proactive in taking responsibility and being accountable for own actions
* Understand delegations and act within authority levels
* Identify and follow safe work practices, and be vigilant about own and others’ application of these practices
* Be aware of risks and act on or escalate risks, as appropriate
* Use financial and other resources responsibly
 | Intermediate |
|  | **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 |

**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** |
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| **Capability group/sets** | **Capability name** |  | **Description** | **Level**  |
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | 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 |
|  | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| 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 | Intermediate |