

# Role Description

## Environmental Officer 5/6

|                           |   |
|---------------------------|---|
| Cluster                   | Department of Regional NSW  |
| Agency                    | Local Land Services   |
| Division/Branch/Unit      | Soil Conservation Service   |
| Classification/Grade/Band | Departmental Officer Grade 5/6                                    |
| Role Family               | Projects & Programs   |
| ANZSCO Code               | 234312  |
| PCAT Code                 | 1119192   |
| Date of Approval          | April 2017 (updated June 2020)                                    |
| Agency Website            | <a href="http://www.lls.nsw.gov.au">http://www.lls.nsw.gov.au</a> |

### Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has responsibility for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

Local Land Services (LLS) is an Executive Agency related to the cluster. It provides quality, customer-focused services to landholders and the community across New South Wales. This regionally-based organisation brings together a wide range of service and advisory functions including agriculture, biosecurity, natural resource management, land management, biodiversity, emergency services, private native forestry and the Soil Conservation Service.

### Primary purpose of the role

Working in a commercially focused business the Environmental Officer leads a small team in the delivery of project management activities across a range of natural resource and/or civil consulting projects to industry stakeholders and clients.

### Key accountabilities

- Identify client needs and deliver soil conservation and environmental consulting projects on a profitable basis while promoting and managing a successful commercial consulting business at cost centre level.
- Apply environmental and technical expertise to address natural resource management and construction issues in a cost effective and efficient manner.
- Actively seek environmental projects in the market place and negotiate with clients on technical and financial aspects and outcomes.
- Supervise project teams and/or work alone, source and deploy appropriate resources and organise works programs to optimum efficiency across a range of situations and locations within NSW, interstate or internationally.

- Prepare detailed technical reports and plans and be able to implement projects following specifications and technical drawings prepared in-house or by third parties.
- Prepare and review contracts and tender documents and contribute to the achievement of project outcomes.
- Operate within the SCS's Integrated Management System framework and implement practices and standards.
- Take steps to implement WHS, Environmental Standards and Quality Management practices and procedures as outlined within the Soil Conservation Service's Integrated Management System (IMS) and Department of Regional NSW safety policies and guidelines.

## Key challenges

- Provide practical solutions to a diverse range of natural resource management problems/issues and deliver beneficial outcomes to clients on a fee-for-service basis.
- Ensure projects are set up and run using the SCS Integrated Management System (IMS) standards and procedures and are completed on time, to specification and within budget.
- Establish networks and develop effective partnerships with industry stakeholders and clients and win commercial projects in natural resource management and/or civil construction.

## Key relationships

| Who   | Why  |
|---|--|
| <b>Internal</b>   |  |
| Area Manager, Senior Project Officer, Senior Environmental Officer, senior management and program support staff | <ul style="list-style-type: none"> <li>• Provide advice and support in the delivery of a consultancy service which involves the planning, design, costing, implementing and managing a range of environmental and/or civil consulting projects.</li> </ul> |
| Direct reports  | <ul style="list-style-type: none"> <li>• Motivate and manage providing guidance and direction with regard to project deliverables, milestones and standards.</li> </ul>  |
| <b>External</b>   |  |
| Stakeholders/Customers  | <ul style="list-style-type: none"> <li>• Commercial clients, government entities, landholders, subcontractors.</li> </ul>  |

## Role dimensions

### Decision making

In consultation with the Senior Project Officer, the role is responsible for making decisions relating to the management of a range of environmental and/or civil consulting projects.

### Reporting line

Area Manager, Senior Environmental Officer or Senior Project Officer

### Direct reports

The role supervises up to 5 direct reports

### Budget/Expenditure

Nil

## Essential requirements

- Project or site management capability, practical working knowledge in the design and implementation of soil and water conservation projects, including agricultural conservation earthworks and understanding of environmental principles and legislation.
- Current Class C drivers licence and willingness to travel away from your district and work in other areas, at times interstate.
- Demonstrated experience leading project teams

## 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        |
|--|---|--|--------------|
| <br>Personal Attributes | <b>Act with Integrity</b><br>Be ethical and professional, and uphold and promote the public sector values                           | <ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>  | Intermediate |
| <br>Relationships       | <b>Commit to Customer Service</b><br>Provide customer-focused services in line with public sector and organisational objectives     | <ul style="list-style-type: none"> <li>• Focus on providing a positive customer experience</li> <li>• Support a customer-focused culture in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> <li>• Cooperate across work areas to improve outcomes for customers</li> </ul> | Intermediate |
| <br>Results           | <b>Demonstrate Accountability</b><br>Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | <ul style="list-style-type: none"> <li>• Be proactive in taking responsibility and being accountable for own actions</li> <li>• Understand delegations and act within authority levels</li> <li>• Identify and follow safe work practices, and be vigilant about own and others' application of these practices</li> <li>• Be aware of risks and act on or escalate risks, as appropriate</li> <li>• Use financial and other resources responsibly</li> </ul>  | Intermediate |
| <br>Business Enablers | <b>Project Management</b><br>Understand and apply effective planning, coordination and control methods                              | <ul style="list-style-type: none"> <li>• Understand project goals, steps to be undertaken and expected outcomes</li> <li>• Plan and deliver tasks in line with agreed project milestones and timeframes</li> <li>• Check progress against agreed milestones and timeframes, and seek help to overcome barriers</li> <li>• Participate in planning and provide feedback on progress and potential improvements to project processes</li> </ul>  | Foundational |






## FOCUS CAPABILITIES

| Capability group/sets  | Capability name   | Behavioural indicators   | Level        |
|--|---|--|--------------|
| <br>People Management | <b>Manage and Develop People</b><br>Engage and motivate staff, and develop capability and potential in others | <ul style="list-style-type: none"> <li>• Collaborate to set clear performance standards and deadlines in line with established performance development frameworks</li> <li>• Look for ways to develop team capability and recognise and develop individual potential</li> <li>• Be constructive and build on strengths by giving timely and actionable feedback</li> <li>• Identify and act on opportunities to provide coaching and mentoring</li> <li>• Recognise performance issues that need to be addressed and work towards resolving issues</li> <li>• Effectively support and manage team members who are working flexibly and in various locations</li> <li>• Create a safe environment where team members' diverse backgrounds and cultures are considered and respected</li> <li>• Consider feedback on own management style and reflect on potential areas to improve</li> </ul> | Intermediate |
|  |   |  |              |

## 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        |
| <br>Personal Attributes | 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                     | Foundational |
|  | Value Diversity and Inclusion       | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
| <br>Relationships       | Communicate Effectively             | Communicate clearly, actively listen to others, and respond with understanding and respect             | Intermediate |
|  | Work Collaboratively                | Collaborate with others and value their contribution   | Intermediate |
|  | Influence and Negotiate             | Gain consensus and commitment from others, and resolve issues and conflicts                            | Foundational |
| <br>Results           | Deliver Results                     | Achieve results through the efficient use of resources and a commitment to quality outcomes            | Intermediate |
|  | Plan and Prioritise                 | Plan to achieve priority outcomes and respond flexibly to changing circumstances                       | Intermediate |
|  | Think and Solve Problems            | Think, analyse and consider the broader context to develop practical solutions                         | Intermediate |
| <br>Business Enablers | Finance                             | Understand and apply financial processes to achieve value for money and minimise financial risk        | Foundational |
|  | Technology                          | Understand and use available technologies to maximise efficiencies and effectiveness                   | Foundational |
|  | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance     | Foundational |
| <br>People Management | Inspire Direction and Purpose       | Communicate goals, priorities and vision, and recognise achievements                                   | Foundational |
|  | Optimise Business Outcomes          | Manage people and resources effectively to achieve public value  | Foundational |
|  | Manage Reform and Change            | Support, promote and champion change, and assist others to engage with change                          | Foundational |