

# Role Description

## Environmental Scientist



Regional  
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Regions, Industry, Agriculture and Resources/Public Works Advisory
Role Family	Bespoke/Science & Engineering/Support
Classification/Grade/Band	Clerk Grade 5/6
ANZSCO Code	234312
PCAT Code	1119192
Date of Approval	March 2020 (April 2020)
Agency Website	<a href="http://www.drnsw.nsw.gov.au">www.drnsw.nsw.gov.au</a>

### Agency overview

The Department of Regional NSW is the central agency responsible 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.

Public Works Advisory (PWA) is part of the Department of Regional NSW and supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, design, delivery and support services. Our work is in the hospitals, dams, water treatment plants and high schools – the real foundations of prosperous communities. Every day we help shape the ambitious projects that bring progress to more people in NSW. From forging a more sustainable relationship with the land around us, to engineering the big ideas of the future. In every challenge we see the chance to build stronger and more connected communities.

In PWA offices all over the state, you'll find local expertise for local issues. We uncover the best talent, scrutinise cost and risk, and bridge the gap between private sector and government.

### Primary purpose of the role

Provide environmental and planning support and expertise to meet the client's objectives and critical success factors in a commercial environment, providing value for money for clients.

### Key accountabilities

- Provide environmental and planning advice to team members and clients to ensure that Government and clients receive optimal technical, economic and environmental solutions.
- Identify the learning and development needs of yourself to build on technical and project delivery capability.
- Demonstrate a safety culture which is focused on implementation of the Public Works Advisory (PWA) Safety Management System and processes to meet legislative and safety certification requirements.

- Promote the technical and project capabilities of PWA and the team to internal clients in order to ensure the growth and viability of the business
- Provide a high-quality client advisory service, providing environmental information and advice to inform and respond to client needs.

## Key challenges

- Working within a team environment and projects across numerous disciplines, whilst sustaining a client centric team culture.
- Delivering high quality advice within agreed time parameters, for numerous external and internal clients, respecting Governmental and regulatory requirements.
- Maintaining strong working relationships with clients while managing current workloads.

## Key relationships

Who	Why
<b>Internal</b>	
Principal Environmental Scientist	<ul style="list-style-type: none"> <li>• Provide advice and escalate issues, keep informed, advise, receive guidance and instructions</li> <li>• Identify business development opportunities</li> <li>• Participate in discussions and decisions regarding service delivery and operational improvement</li> </ul>
Work Team	<ul style="list-style-type: none"> <li>• Work collaboratively to achieve business outcomes</li> <li>• Participate in discussions and meetings regarding solution development and to share information</li> </ul>
Client/Customer	<ul style="list-style-type: none"> <li>• Provide advice relating to environmental planning and assist in resolving issues within technical expertise, to achieve cost effective solutions</li> <li>• Ensure effective communication, seek clarification and provide advice and responses to ensure prompt resolution of issues</li> </ul>
<b>External</b>	
Clients and Stakeholders	<ul style="list-style-type: none"> <li>• Provide advice relating to environmental planning and assist in resolving issues within technical expertise, to achieve cost effective solutions</li> <li>• Develop an understanding of key client needs, issues and priorities</li> </ul>

## Role dimensions

### Decision making

The incumbent has autonomy and authority to make decisions in accordance with the delegations of authority specific to the role of Environmental Scientist. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.

## Reporting line

Principal Environmental Scientist

## Direct reports

Nil

## Budget/Expenditure

Nil

## Key knowledge and experience

- Experience providing environmental planning advice and the application of environmental legislation for water engineering and other public infrastructure projects.
- Experience in the preparation of environmental impact assessment documents

## Essential requirements

- Degree in Environmental Science or equivalent with eligibility for member status to the Environment Institute of Australia and New Zealand, or equivalent in the discipline.
- A valid NSW Driver's licence and willingness to drive to remote locations which may include overnight stays

## 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
<div> Personal Attributes</div>	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"><li>Adapt existing skills to new situations</li><li>Show commitment to achieving work goals</li><li>Show awareness of own strengths and areas for growth, and develop and apply new skills</li><li>Seek feedback from colleagues and stakeholders</li><li>Stay motivated when tasks become difficult</li></ul>	Intermediate
	<div> Relationships</div>	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"><li>Focus on key points and speak in plain English</li><li>Clearly explain and present ideas and arguments</li><li>Listen to others to gain an understanding and ask appropriate, respectful questions</li><li>Promote the use of inclusive language and assist others to adjust where necessary</li><li>Monitor own and others' non-verbal cues and adapt where necessary</li><li>Write and prepare material that is well structured and easy to follow</li><li>Communicate routine technical information clearly</li></ul>
	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"><li>Take responsibility for delivering high-quality customer-focused services</li><li>Design processes and policies based on the customer's point of view and needs</li><li>Understand and measure what is important to customers</li><li>Use data and information to monitor and improve customer service delivery</li><li>Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers</li><li>Maintain relationships with key customers in area of expertise</li><li>Connect and collaborate with relevant customers within the community</li></ul>	Adept

## FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> <li>• Seek and apply specialist advice when required</li> <li>• Complete work tasks within set budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own work and that of the team or unit</li> <li>• Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals</li> <li>• Identify any barriers to achieving results and resolve these where possible</li> <li>• Proactively change or adjust plans when needed</li> </ul>	Intermediate
	<b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> <li>• Identify the facts and type of data needed to understand a problem or explore an opportunity</li> <li>• Research and analyse information to make recommendations based on relevant evidence</li> <li>• Identify issues that may hinder the completion of tasks and find appropriate solutions</li> <li>• Be willing to seek input from others and share own ideas to achieve best outcomes</li> <li>• Generate ideas and identify ways to improve systems and processes to meet user needs</li> </ul>	Intermediate
	<b>Project Management</b> Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> <li>• Perform basic research and analysis to inform and support the achievement of project deliverables</li> <li>• Contribute to developing project documentation and resource estimates</li> <li>• Contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate possible variances from project plans</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
 <b>Personal Attributes</b>	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 <b>Relationships</b>	Work Collaboratively	Collaborate with others and value their contribution	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 <b>Results</b>	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 <b>Business Enablers</b>	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	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational