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| **Cluster** | Planning, Industry and Environment |
| **Agency** | Environment, Energy & Science |
| **Division/Branch/Unit** | National Parks and Wildlife Service |
| **Location** | Various |
| **Classification/Grade/Band** | Field Officer Grade 1-4 |
| **ANZSCO Code** | 899999 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | August 2016 |
| **Agency Website** | [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au) |

# Agency overview

The Planning, Industry and Environment Cluster brings together the functions from the former Planning & Environment and Industry Clusters.

The new Cluster will drive for greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. In particular, there will be a redoubling of emphasis on regional NSW.

# Primary purpose of the role

Undertakes construction, maintenance and improvements to park assets within NPWS parks and reserves, maintains heritage buildings and structures. Undertakes pest, weed and fire management activities including those in remote areas. Operates and maintains plant and equipment. Responds to visitor enquiries and may undertake compliance activities. Contributes to ensuring DPIE & NPWS obligations and aims are met through the enhancement and preservation of the natural and cultural heritage values of parks. Performs works programs and conducts inspections of potential safety hazards to ensure that the public has access to appropriately maintained and safe recreational facilities. Supports & promotes positive relations with local Aboriginal commumities.

# Key accountabilities

* Maintains and improves park assets including, but not limited to, visitor facilities, buildings, roads, fire trails, camping areas, accommodation facilities, parking areas, historic sites, and recreational infrastructure and fencing to ensure safe access and maintain asset condition.
* Performs pest and weed programs, including those in remote areas with minimal supervision, to protect park values and manage potential impacts on park neighbours, involving the use of pesticides, chemicals and firearms subject to training and certifications.
* Constructs, installs and monitors the condition of park assets including walking, mountain bike and horse riding tracks, roads, management trails and visitor facilities in accordance with relevant competencies and plans, specifications and guidelines.
* Conducts routine maintenance and servicing of parks and visitor facilities including rubbish removal, cleaning, hygienic duties, site preparation for events and traffic control.
* Performs fire management programs and participates in wildfire response at a level of crew member level or above to protect public safety, property and park values, subject to training and certifications. May be required to participate in incident responses.
* Performs rehabilitation, restoration and threatened species management programs to conserve and maintain park values and assets and undertake associated administrative activities and contributes to the collection and compilation of data that supports their role.
* Participates in visitor safety activities including search and rescue and events subject to training and certification.
* Operates and maintains potentially hazardous plant and equipment including hand tools, powered tools, spray units, water pumps, chainsaws, all-terrain vehicles, four wheel drives and heavy plant.

# Key challenges

* Ensuring all work is undertaken with a commitment to the agency’s statutory obligations to care and maintain visitor facilities, park assets and the natural and cultural heritage values of parks.
* All duties, including manual handling, are performed in accordance with the agency’s safe working procedures and the Workplace Health and Safety Act.
* Working alone or with a low level of supervision in certain circumstances and exercising initiative when working in remote locations, within agreed work programs.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Supervisor | Receive broad guidance, provide input/information to the supervisor to assist in the determination of work priorities. |
| Other field staff | May be required to operate in, or temporarily lead, a team with field staff including those from other operational areas. Provides on the job guidance and mentoring for less experienced field staff. |
| Other internal staff | Primarily with other staff within the Region/Area on matters such as work programs and priority setting. Often required to provide practical advice to other staff on a range of park use issues. |
| Contractors | Guide contractors on specific projects and activities, to appropriate level of skills, knowledge and grade. |
| **External** |  |
| Park Visitors / General Public | Needs to be well informed about the resources of the park and be able to communicate this to the public. Liaise with neighbouring properties and with providers of goods and services, to facilitate a better working relationship. Sensitivity to local cultural issues is especially required when communicating with Aboriginal communities. Provide information and advice to park visitors in respect to natural and cultural heritage, park facilities, park usage and related issues to facilitate customer relations. At times, may be required to collect campground fees and take bookings. |
| Other Government Departments | Liaise with officers of other government departments such as the Roads and Maritime Service, NSW Police, Rural Fire Service, Local Land Services and local councils as appropriate. |

# Role dimensions

The Field Officer 3-4 role is contained within the FO1-4 classification and represents the highest progression steps in the classification. Subject to the competency requirements of the award, holders of the role will progress through the levels contained in this classification.

## Decision making

The role is expected to exercise delegated authority for compliance to appropriate level of knowledge, skills and experience as necessary to ensure appropriate use of agency facilities and the protection of natural and cultural resources. The role also makes decisions on a day to day basis regarding the utilisation of equipment to suit work needs.

## Reporting line

Supervision of ordinary duties will be administered in the line of Senior Field Supervisor / Field Supervisor / Senior Field Officer

## Direct reports

Nil, may oversee field staff, contractors and volunteers in the delivery of specific projects or operations under supervisor’s direction.

## Budget/Expenditure

Not applicable

# Essential requirements

* This role is an identified Aboriginal role and therefore Aboriginality is a requirement of the job (OPTIONAL – To be included in advertisements on request:) as well as cultural association/membership and understanding of Aboriginal community groups in the local area
* Current Drivers / MR licence and ability to operate 4wd vehicles up to 4.5 tonnes/15 tonne GVM.
* Demonstrated ability and experience to carry out all duties safely and ability to obtain relevant SafeWork NSW certification to appropriately operate and maintain a range of plant and equipment, including but not limited to conditionally registered vehicles, watercraft, lifting apparatus and road maintenance plant as well as the ability and willingness to obtain a First Aid certificate.
* Certification, or ability to obtain certification within the probationary period (up to 12 months) in operating a chainsaw to crosscut and basic tree felling standard; ability to operate two-way radio.
* Ability to carry out frontline firefighting duties and support roles including ability to obtain and maintain certification as a crew member or higher, within the probationary period (up to 12 months), and a willingness to fly in light aircraft.

This is a physically demanding role, requiring heavy muscular activity, lifting, carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles. Field Officer applicants must meet the requirements of a firefighting medical which is inclusive of a clearance to undertake frontline firefighting roles. The applicant must pass the task based fitness assessment to a moderate level within the probationary period (up to 12 months) and annually thereafter.

A Working With Children Check is not required for this role.

# 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](file:///\\hurstfp01.dec.int\User\HopkinC\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** |
|  | Display Resilience and Courage | Foundational |
| Act with Integrity | Foundational |
| **Manage Self** | **Intermediate** |
| Value Diversity | Foundational |
|  | **Communicate Effectively** | **Intermediate** |
| Commit to Customer Service | Intermediate |
| **Work Collaboratively** | **Intermediate** |
| Influence and Negotiate | Foundational |
|  | Deliver Results | Foundational |
| Plan and Prioritise | Foundational |
| **Think and Solve Problems** | **Intermediate** |
| Demonstrate Accountability | Foundational |
|  | 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**  Manage Self | Intermediate | Adapt existing skills to new situations  Show commitment to achieving work goals  Show awareness of own strengths and areas for growth and develop and apply new skills  Seek feedback from colleagues and stakeholders  Maintain own motivation when tasks become difficult |
| **Relationships**  Communicate Effectively | Intermediate | Focus on key points and speak in ‘Plain English’  Clearly explain and present ideas and arguments  Listen to others when they are speaking and ask appropriate, respectful questions  Monitor own and others’ non-verbal cues and adapt where necessary  Prepare written material that is well structured and easy to follow by the intended audience  Communicate routine technical information clearly |
| **Relationships**  Work Collaboratively | Intermediate | Build a supportive and co-operative team environment  Share information and learning across teams  Acknowledge outcomes which were achieved by effective collaboration  Engage other teams/units to share information and solve issues and problems jointly  Support others in challenging situations |
| **Results**  Think and Solve Problems | Intermediate | Research and analyse information and make recommendations based on relevant evidence  Identify issues that may hinder completion of tasks and find appropriate solutions  Be willing to seek out input from others and share own ideas to achieve best outcomes  Identify ways to improve systems or processes which are used by the team/unit |
| **Business Enablers**  Technology | Foundational | Display familiarity and confidence in the use of core office software applications or other technology used in role  Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation  Understand information, communication and document control policies and systems, and security protocols  Comply with policies on acceptable use of technology |