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| **Cluster** | Department of Primary Industries and Regional Development |
| **Agency** | Department of Primary Industries and Regional Development |
| **Division/Branch/Unit** | Regional Development & Delivery / Soil Conservation Service |
| **Location** | Regional Office |
| **Classification/Grade/Band** | Departmental Officer Grade 5/6 |
| **Role Family** | Projects & Programs |
| **ANZSCO Code** | 234312 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | October 2023 (updated from August 2021) |
| **Agency Website** | www.scs.nsw.gov.au |

Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture and Biosecurity; Forestry and Fishing; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

Soil Conservation Service is part of DPIRD and supports local, state and commonwealth government agencies to build and rehabilitate the Australian environment by providing specialist end-to-end services in environmental consulting, conservation earthworks, program management, project delivery and support services.

Primary purpose of the role

The role leads a small team in planning, design, costing, implementing and managing a range of environmental and/or civil consulting projects to a broad range of industry stakeholders and clients.

Key accountabilities

* Undertake surveys, inspections, planning and design of soil and water conservation projects in accordance with departmental procedures and costing programs to deliver commercial outcomes.
* Negotiate contracts of works (within delegation) with clients during and post construction and provide advice on maintenance requirements.
* Plan and coordinate project work schedules to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope.
* Co-ordinate the operations of the Plant team and supervise works under construction to ensure compliance with project specifications and relevant design standards.
* Prepare and maintain project documentation, source and collate information for reporting as required by the SCS Integrated Management System, monitoring and evaluation purposes to contribute to the achievement of project outcomes.
* Implement workplace procedures to facilitate work health and safety including identifying workplace hazards and assessing the risk to health and safety; conducting workplace inspections; implementing and managing risk controls associated with workplace hazards and undertaking ongoing monitoring and reporting of workplace risk.

Key challenges

* Coordinating and organising staff, subcontractors and equipment to maximise the efficiency and effectiveness of project delivery
* Planning and prioritising projects and work tasks to deliver outputs on time and within budget

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Area Manager | * Provide advice and support in the delivery of a consultancy service managing to a range of environmental and/or civil consulting projects
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| Staff and work teams | * Provide guidance on policies, monitor performance and assist in prioritising competing project delivery
* Provide advice and support
* Provide feedback to teams on progress against business targets and undertaking corrective actions as necessary
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| Area Managers & Coordinators | * Collaborate on the allocation of resources to deliver efficiencies in service delivery
* Provide technical advice and solutions
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| **External** |  |
| Other NSW government agencies | * Provide technical input and advice in policy and industry standards development
* When engaged with a client, provide a high level of service
* Identify opportunities where collaboration can assist in the achievement of government targets
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| Commercial clients | * Delivery of projects on time, on budget and to a high quality
* Seek regular feedback from clients and use this to improve systems, processes and staff development
* Provide commercial services that are cost effective and of environmental and social benefit
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Role dimensions

## Decision making

In consultation with the relevant Area Manager and other Team Leaders, responsible for making decisions relating to the management of a range of environmental and/or civil consulting projects.

## Reporting line

Relevant Senior Environmental Officer, Area Coordinator, Area Manager

## Direct reports

Various

## Budget/Expenditure

Various

Key knowledge and experience

* Practical working knowledge in the design and implementation of soil and water conservation projects and understanding of environmental principles and legislation
* Current C Class drivers licence and willingness to travel

# 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

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.

| **FOCUS CAPABILITIES** |
| --- |
| **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 |
|  | **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | * Focus on providing a positive customer experience
* Support a customer-focused culture in the organisation
* Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers
* Identify and respond quickly to customer needs
* Consider customer service requirements and develop solutions to meet needs
* Resolve complex customer issues and needs
* Cooperate across work areas to improve outcomes for customers
 | 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 | * Perform basic research and analysis to inform and support the achievement of project deliverables
* Contribute to developing project documentation and resource estimates
* Contribute to reviews of progress, outcomes and future improvements
* Identify and escalate possible variances from project plans
 | Intermediate |
|  | **Manage and Develop People**Engage and motivate staff, and develop capability and potential in others | * Clarify the work required, and the expected behaviours and outputs
* Clearly communicate team members’ roles and responsibilities
* Contribute to developing team capability and recognise potential in people
* Recognise good performance, and give support and regular constructive feedback linked to development needs
* Identify appropriate learning opportunities for team members
* Create opportunities for all team members to contribute
* Act as a role model for inclusive behaviours and practices
* Recognise performance issues that need to be addressed and seek appropriate advice
 | Foundational |

# 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 | Foundational |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
|  | 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 | Intermediate |
|  | 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 |
|  | 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 |
|  | 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 |