

Role Description

Environmental Technician



Planning,
Industry &
Environment

Cluster	Planning, Industry & Environment
Agency	Environment, Energy and Science
Division/Branch/Unit	Estuaries & Catchments
Location	Various
Classification/Grade/Band	Environment Officer Class 5
Role Number	Generic
ANZSCO Code	311413
PCAT Code	1119192
Date of Approval	April 2015
Agency Website	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.

The Environment, Energy and Science (EES) Group is part of the Department of Planning, Industry and Environment) aims to support a thriving, sustainable and resilient NSW. For more information go to www.environment.nsw.gov.au.

Primary purpose of the role

Provide technical and logistic support to research projects for the Unit, including procurement, maintenance and calibration of instruments, field work, laboratory work, data collation and data base management.

Key accountabilities

- Organise field trips, procuring, maintaining and calibrating field gear (including sophisticated electronic instruments) and collect samples in the field to ensure these tasks are completed in a manner suitable for quality systems accreditation.
- Operate/deploy a range of environmental instrumentation in field and laboratory conditions to ensure successful completion of research projects.
- Prepare samples for despatch to laboratories for analyses to ensure sample collection protocols and standards are maintained.
- Collates, prepares and undertakes statistical analysis of data; and well-presented data reports to ensure successful completion of research projects.

- Prepares routine reports and correspondence and drafts operating procedures and manuals, including development and maintenance of equipment inventories detailing operational status, maintenance and calibration.
- Maintains Quality Control and Quality Assurance in the laboratory and field to ensure processes and equipment is maintained in a manner suitable for quality systems accreditation.
- Assists with the training of new staff and occasionally supervises/guides other staff in procedural aspects of water sample collection to ensure sample collection protocols and standards are maintained.
- Check data, enter data into a database, manage the database and analyse statistics under the guidance of project leaders to complete and accurate capture of experimental data collection.

Key challenges

- In consultation with senior officers, the role gives technical advice and assistance to public authorities and other bodies on matters relating to the assessment of aquatic systems.
- The position completes field sampling and measurements within specified time periods and according to established procedures, and is required to assess the safety aspects of access to field sites.
- The position has the freedom to consult widely and make changes and innovations to increase efficiency of operations in the field and in the laboratory.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Escalate issues, keep informed, advise and receive direction • Prepare briefings, advice and correspondence for consideration by the Manager
Work team / Other Internal Staff	<ul style="list-style-type: none"> • Develop and maintain cooperative and productive working relationships; collaborate • Ensure that communication channels are appropriate, efficient and effective.
External	
External stakeholders	<ul style="list-style-type: none"> • Develop and maintain relationships • Obtain information and feedback on targeted projects and programs

Role dimensions

Decision making

The position, under general instruction, performs work requiring the exercise of independent judgement on assigned technical duties involving established principles and procedures. Most decisions relate to procedures for the collection of environmental data. They are often field-based and require judgement where the options may not be always clear.

Reporting line

Reports to the allocated Supervisor or Manager.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements





- Experience in organising field trips including preparation of field gear and instruments and organisation of collection equipment with comprehensive understanding of safety procedures.
- Detailed understanding of Quality Control and Quality Assurance procedures for biological, chemical, water and sediment sampling and common sources of contamination and error
- Demonstrated experience on operation and calibration/maintenance of scientific equipment and instrumentation, including that used for measurement of biogeochemical processes in estuarine and freshwater sediments
- Basic seamanship with the ability to work effectively in boats under a range of conditions.
- Current NSW boat licence or willing to obtain one. Current car drivers' licence and demonstrated experience in towing and backing trailers.

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

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
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Foundational
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 Deliver Results	Intermediate	<ul style="list-style-type: none"> Complete work tasks to agreed budgets, timeframes and standards Take the initiative to progress and deliver own and team/unit work Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals Seek and apply specialist advice when required
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> Perform basic research and analysis which others will use to inform project directions Understand project goals, steps to be undertaken and expected outcomes Prepare accurate documentation to support cost or resource estimates Participate and contribute to reviews of progress, outcomes and future improvements Identify and escalate any possible variance from project plans