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| --- | --- |
| **Cluster** | Planning & Environment |
| **Agency** | Department of Planning, Industry and Environment |
| **Division/Branch/Unit** | Climate Change & Sustainability |
| **Location** | Various |
| **Classification/Grade/Band** | Environment Officer Class 12 |
| **Role Number** | Generic |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1111592 |
| **Date of Approval** | 23 May 2017 |
| **Agency Website** | <https://www.dpie.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

Lead a team that will, through stakeholder networks, partnerships and/or strategic outsourcing, develop, deliver, promote and monitor climate change adaptation operational policy, projects and programs across business, government and community which are effective, innovative and meet priority objectives whilst demonstrating good value for public expenditure and help NSW become more resilient to a changing climate.

# Key accountabilities

* Provide coordination and support services to assist the Climate Resilience and Net Zero Emissions branch Leadership Group.
* Provide clear advice and coordination to Regional Operations staff on the development of climate change adaptation programs.
* Lead and empower staff to be productive and effective in the delivery of agreed outcomes as defined in corporate, strategic and business plans and allocate resources to allow tasks to be completed effectively.
* Prepare high level written reports, submissions, briefing notes and ministerial correspondence on a range of issues including contentious or politically sensitive issues often involving significant financial implications and government credibility.
* Contribute to the development of performance targets through strategic and operational planning, team coordination and monitoring of productivity against agreed objectives.
* Represent Climate Resilience and Net Zero Emissions branch on a range of forums to influence and provide expert advice on operational activities ensuring consistency with government policy and legislative requirements.
* Lead a multidisciplinary team focused in the design and support of state-wide operational delivery, implementation, review and reporting to build capacity to adapt to climate change and support households, communities and businesses to respond to climate change impacts.

Key challenges

* Managing a high volume work environment with competing demands and tight deadlines.
* Managing a broad range of stakeholders with diverse goals and expectations to deliver collaborative outcomes which satisfy the needs of all parties.
* Identifying issues which threaten the achievement of team and Organisational objectives, and developing workable solutions for implementation.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager or Director | * Provide expert technical advice on complex and politically sensitive and controversial issues. |
| Team and cross Divisional stakeholders | * Provide guidance, support and exchange information. |
| **External** |  |
| External organisations, suppliers and stakeholders | * Prepare and provide highly accurate advice and guidance to key external stakeholders including local councils, other government agencies and industry groups. |

# Role dimensions

## Decision making

The Senior Team Leader operates with autonomy within the parameters of their agreed work plan, exercising a delegated authority consistent with DPIE policy and, manages the appropriate allocation of resources to ensure fiscal and resource management within the unit and is fully accountable for the quality, integrity and accuracy of advice provided.

## Reporting line

The role reports to the Manager or a Director.

## Direct reports

The role will have can have up to a maximum of 7 direct reports. These roles may include:

* Assistant Project Officers
* Project Officers
* Senior Project Officers
* Specialised Technical Officers

## Budget/Expenditure

The role will be responsible for managing up to $5 million.

Essential requirements

Superior knowledge of the operational and strategic requirements for the successful delivery of climate change adaptation operational policy and program in the context of government directions and community settings.

High level experience to develop, implement and monitor strategic and operational plans to deliver complex programs, with a track record of providing direction and results achievement through multidisciplinary and geographically dispersed teams.

# 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](http://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 | Adept |
| **Act with Integrity** | **Adept** |
| **Manage Self** | **Adept** |
| Value Diversity | Adept |
|  | Communicate Effectively | Adept |
| Commit to Customer Service | Intermediate |
| **Work Collaboratively** | **Advanced** |
| Influence and Negotiate | Adept |
|  | **Deliver Results** | **Adept** |
| Plan and Prioritise | Intermediate |
| **Think and Solve Problems** | **Advanced** |
| Demonstrate Accountability | Adept |
|  | Finance | Intermediate |
| Technology | Intermediate |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **Adept** |
|  | **Manage and Develop People** | **Adept** |
| **Inspire Direction and Purpose** | **Intermediate** |
| Optimise Business Outcomes | Intermediate |
| Manage Reform and Change | 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**  Act with Integrity | Adept | Represent the organisation in an honest, ethical and professional way and encourage others to do so  Demonstrate professionalism to support a culture of integrity within the team/unit  Set an example for others to follow and identify and explain ethical issues  Ensure that others understand the legislation and policy framework within which they operate  Act to prevent and report misconduct, illegal and inappropriate behaviour |
| **Personal Attributes**  Manage Self | Adept | Look for and take advantage of opportunities to learn new skills and develop strengths  Show commitment to achieving challenging goals  Examine and reflect on own performance  Seek and respond positively to constructive feedback and guidance  Demonstrate a high level of personal motivation |
| **Relationships**  Work Collaboratively | Advanced | Build a culture of respect and understanding across the organisation  Recognise outcomes which resulted from effective collaboration between teams  Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government  Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions |
| **Results**  Deliver Results | Adept | Take responsibility for delivering on intended outcomes  Make sure team/unit staff understand expected goals and acknowledge success  Identify resource needs and ensure goals are achieved within budget and deadlines  Identify changed priorities and ensure allocation of resources meets new business needs  Ensure financial implications of changed priorities are explicit and budgeted for  Use own expertise and seek others’ expertise to achieve work outcomes |
| **Results**  Think and Solve Problems | Advanced | Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues  Work through issues, weigh up alternatives and identify the most effective solutions  Take account of the wider business context when considering options to resolve issues  Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements  Implement systems and processes that underpin high quality research and analysis |
| **Business Enablers**  Project Management | Adept | Prepare clear project proposals and define scope and goals in measurable terms  Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements  Prepare accurate estimates of costs and resources required for more complex projects  Communicate the project strategy and its expected benefits to others  Monitor the completion of project milestones against goals and initiate amendments where necessary  Evaluate progress and identify improvements to inform future projects |
| **People Management**  Manage and Develop People | Adept | Define and clearly communicate roles and responsibilities to achieve team/unit outcomes  Negotiate clear performance standards and monitor progress  Develop team/unit plans that take into account team capability, strengths and opportunities for development  Provide regular constructive feedback to build on strengths and achieve results  Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way  Monitor and report on performance of team in line with established performance development frameworks |
| **People Management**  Inspire Direction and Purpose | Intermediate | Assist team to understand organisational direction and explain the reasons behind decisions  Ensure the team/unit objectives lead to the achievement of business outcomes that align with organisational policies  Recognise and acknowledge individual/team performance |