

# Role Description

## Environmental Officer

<b>Cluster</b>	Department of Regional NSW
<b>Agency</b>	Local Land Services
<b>Division/Branch/Unit</b>	Soil Conservation Service
<b>Classification/Grade/Band</b>	Departmental Officer 3-4
<b>Role Family</b>	Projects & Programs
<b>ANZSCO Code</b>	1119192
<b>PCAT Code</b>	234312
<b>Date of Approval</b>	August 2017 (updated June 2020)
<b>Agency Website</b>	<a href="http://www.lls.nsw.gov.au">http://www.lls.nsw.gov.au</a>

### Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has responsibility 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.

Local Land Services (LLS) is an Executive Agency related to the cluster. It provides quality, customer-focused services to landholders and the community across New South Wales. This regionally-based organisation brings together a wide range of service and advisory functions including agriculture, biosecurity, natural resource management, land management, biodiversity, emergency services, private native forestry and the Soil Conservation Service.

### Primary purpose of the role

Deliver a consultancy service including the development of plans, designs and costs as well as the implementation and management of a range of environmental and/or civil consulting projects to industry stakeholders and clients.

### Key accountabilities

- Adhere to the Department of Regional NSW and Soil Conservation Service operational policies and procedures in planning, designing, costing and implementing environmental and/or civil consulting projects.
- Determine stakeholder needs and deliver soil conservation and environmental consulting projects on a profitable basis.
- Participate in the development and implementation of soil conservation and erosion control; design, advice and work closely with senior management and stakeholders on construction jobs.
- Work closely with industry stakeholders and clients to determine contract specifications and discuss during and post construction activities and provide advice on maintenance requirements.
- Survey, design, plan and cost soil and water conservation works and undertake inspections and prepare reports in connection with soil and water conservation works programs.

- Assist the Soil Conservation Service as a whole with involvement in other projects (Works, Consult or Operations) that operate across various locations within the State or Interstate.
- Participate in technical training and staff development and provide advice to senior management and staff and emergency response activities (e.g. fires, floods or biological outbreaks).
- Establish and control workplace procedures to facilitate workplace health and safety and identify workplace hazards and assess the risk to health and safety; implement and manage risk controls associated with any hazards.

## Key challenges

- Coordinate and organise subcontractors and equipment to maximise the efficiency and effectiveness of construction teams and plan and prioritise projects and work tasks to deliver outputs on time and within budget.
- Assist in the provision of data, reports and site information for the preparation of detailed briefs and correspondence to determine the feasibility and sustainability of work projects.
- Comply with Workplace Health and Safety, Environmental Standards and Quality Management practices and maintain construction standards and contribute to the improvement of processes and procedures

## Key relationships

Who	Why
<b>Internal</b>	
Senior Project Officer, senior management and office staff	<ul style="list-style-type: none"> <li>• Provide advice and support in the delivery of a consultancy service which involves the development of plans, designs and costs as well as implementation and management of environmental and/or civil consulting projects.</li> </ul>
<b>External</b>	
Stakeholders/Customers	<ul style="list-style-type: none"> <li>• Research information and data and deliver advice in the delivery and maintenance of environmental and civil consulting projects.</li> </ul>

## Role dimensions

### Decision making

In consultation with the Senior Project Officer, responsible for making decisions relating to the management of a range of environmental and/or civil consulting projects.

### Reporting line

Senior Project Officer

### Direct reports

Nil

### Budget/Expenditure

Nil

## Essential requirements

- Working knowledge in the design and implementation of soil and water conservation projects and understanding of environmental principles and legislation.
- NSW Drivers Licence and willingness to travel.

## 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
 <p>Personal Attributes</p>	<p><b>Act with Integrity</b></p> <p>Be ethical and professional, and uphold and promote the public sector values</p>	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>	Intermediate
 <p>Relationships</p>	<p><b>Commit to Customer Service</b></p> <p>Provide customer-focused services in line with public sector and organisational objectives</p>	<ul style="list-style-type: none"> <li>• Focus on providing a positive customer experience</li> <li>• Support a customer-focused culture in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> <li>• Cooperate across work areas to improve outcomes for customers</li> </ul>	Intermediate
 <p>Results</p>	<p><b>Demonstrate Accountability</b></p> <p>Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines</p>	<ul style="list-style-type: none"> <li>• Be proactive in taking responsibility and being accountable for own actions</li> <li>• Understand delegations and act within authority levels</li> <li>• Identify and follow safe work practices, and be vigilant about own and others' application of these practices</li> <li>• Be aware of risks and act on or escalate risks, as appropriate</li> <li>• Use financial and other resources responsibly</li> </ul>	Intermediate
 <p>Business Enablers</p>	<p><b>Project Management</b></p> <p>Understand and apply effective planning, coordination and control methods</p>	<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
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	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
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Foundational
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Foundational
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
 Business Enablers	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