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| **Cluster** | Planning, Industry & Environment |
| **Agency** | Office of Environment & Heritage |
| **Division/Branch/Unit** | Policy Division |
| **Location** | Goulburn Street, Sydney |
| **Classification/Grade/Band** | Environment Officer Class 9 |
| **Role Number** | Generic |
| **ANZSCO Code** | 224412 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | 15 September 2014 |
| **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](http://www.environment.nsw.gov.au).

Primary purpose of the role

OEH’s Policy Division supports the Minister and OEH Executive by leading the development of strategic policy, influencing whole-of-government and national policy formation, and providing policy advice.

Each Senior Policy Officer manages or contributes to policy development projects, provides advice on complex whole-of-government or national policy matters, provides advice on complex policy issues, and conducts policy evaluations.

# Key accountabilities

* Contribute to the development of effective policy; coordinate the development of strategic policy, and contribute to the development of legislative and regulatory reforms.
* Liaise with senior staff across all groups/divisions of OEH to understand the emerging scientific research and knowledge, operational, on-the-ground realities, and existing programs and initiatives.
* Undertake research and scan the external operating context to understand the social and economic forces interacting with operational activities and policy frameworks; and engage with senior staff to understand the Government’s and Minister’s policy directions.
* Develop solutions to policy problems; consider the spectrum of policy choices such as regulation, quasi-regulation, voluntarism, education, information and economic instruments.
* Prepare clear policy advice based on appropriate factual evidence and research, and a comprehensive understanding of OEH’s legislative and strategic policy framework.
* Research best practice policy and evaluation design; and assist to strengthen the strategic policy and evaluation capability of the division and the agency.
* Contribute to performance evaluations or reviews of policies to ensure the rigour, transparency and effectiveness of policy initiatives.

Key challenges

* Contributing to policy issues that are diverse, with significant community impact and which may attract high community and media scrutiny.
* Developing effective working relationships with internal and external stakeholders: agency, government, industry and community representatives.
* Design creative solutions to achieve effective policy outcomes within the complexities of inter-agency and inter-governmental processes for policy development.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Supervisor | * Escalate issues, keep informed, advise and receive instructions * Provide input to policy development and recommend variations where required |
| Project Team(s) | * Work collaboratively to contribute to achieving the team’s business outcomes |
| Clients | * Consult and liaise to obtain feedback regarding policy issues and directions * Communicate policy proposals * Provide advice on complex policy issues * Resolve and provide solutions to policy issues |
| **External** |  |
| Stakeholders | * Establish and maintain relationships to promote and encourage consultation and participation in the policy process |

# Role dimensions

## Decision making

The Senior Policy Officer works within the broadly defined outcomes of the Policy Division and within a framework of corporate policies, budget allocation and a business plan. Each Senior Policy Officer is required to ensure that policy proposals are based on sound evidence.

## Reporting line

Each Senior Policy Officer will report to a more senior policy officer within the assigned branch.

## Direct reports

Senior Policy Officers will sometimes be given the opportunity to lead policy project teams comprising a mix of Policy Officers and Assistant Policy Officers.

## Budget/Expenditure

Nil

# Essential requirements

* Tertiary qualification in a relevant discipline and/or equivalent experience.
* Experience in providing support and advice at the senior executive level.
* Previous experience in a Government Agency or similar organization is essential

# 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 | Intermediate |
| **Manage Self** | **Adept** |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Adept** |
| Commit to Customer Service | Intermediate |
| **Work Collaboratively** | **Adept** |
| Influence and Negotiate | Intermediate |
|  | **Deliver Results** | **Intermediate** |
| Plan and Prioritise | Adept |
| **Think and Solve Problems** | **Adept** |
| **Demonstrate Accountability** | **Intermediate** |
|  | Finance | Foundational |
| Technology | Intermediate |
| Procurement and Contract Management | Foundational |
| **Project Management** | **Adept** |

## 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 | 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**  Communicate Effectively | Adept | Tailor communication to the audience  Clearly explain complex concepts and arguments to individuals and groups  Monitor own and others’ non-verbal cues and adapt where necessary  Create opportunities for others to be heard  Actively listen to others and clarify own understanding  Write fluently in a range of styles and formats |
| **Relationships**  Work Collaboratively | Adept | Encourage a culture of recognising the value of collaboration  Build co-operation and overcome barriers to information sharing and communication across teams/units  Share lessons learned across teams/units  Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work |
| **Results**  Deliver Results | Intermediate | * 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 |
| **Results**  Think and Solve Problems | Adept | * Research and analyse information, identify interrelationships and make recommendations based on relevant evidence * Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options * Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness * Identify and share business process improvements to enhance effectiveness |
| **Results**  Demonstrate Accountability | Intermediate | Take responsibility and be accountable for own actions  Understand delegations and act within authority levels  Identify and follow safe work practices, and be vigilant about their application by self and others  Be alert to risks that might impact the completion of an activity and escalate these when identified  Use financial and other resources responsibly |
| **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 |