Role Description
Field Environmental Officer

Cluster	Industry
Agency	Department of Industry
Division/Branch/Unit	Local Lands Service/ Soil Conservation Service NSW
Location	Various
Classification/Grade/Band	Departmental Officer 1-2
Job Family	Adapted/Trade & Labour, Facilities Management/Support
Role Number	TBA
ANZSCO Code	531111
PCAT Code	1119192
Date of Approval	May 2018
Agency Website	http://www.industry.nsw.gov.au

Agency overview

Local Land Services (LLS) was established in January 2014 to provide quality, customer- focused services to landholders and the community across New South Wales. The organisation brings together the agricultural advice, biosecurity, natural resource management, emergency services and Soil Conservation Service functions previously provided by 28 organisations into a single organisation comprising around 950 staff with a budget of approximately $225 million.

LLS provides products and services that are strongly focused on meeting local customer needs, combined with the strength of being a single organisation governed by the Local Land Services Board. Eleven local regions, Sustainable Land Management and the Soil Conservation Service are responsible for local delivery. Each local region has a local board which is responsible for the oversight of day-to- day operations and local strategic direction in line with state priorities. The regions vary in geographic and organisational size and are supported by the state operations unit.

The Sustainable Land Management business unit provides regulatory services under the Biodiversity Conservation Act 2017 and the Soil Conservation Service is a commercial entity for environmental consulting and soil conservation services.

Primary purpose of the role

The Field Environmental Officer undertakes a combination of structured training and work activities to gain experience in project management and working within civil works and environmental construction site teams. The role learns the work methods of their team and may be trained to use machinery ranging from hand tools to heavy plant to work on a range of environmental and civil construction projects.

Key accountabilities

- Undertake project management training activities and assists the project lead by undertaking project coordination, scheduling and other project management tasks to ensure projects are completed within required timeframes, budget and to specifications.
- With guidance from senior team members and supervisors, undertake a broad range of work site activities to learn and contribute to the construction of soil and water conservation earthworks, civil works and asset maintenance programs
- Participate in on the job training and lessons learnt activities undertaken throughout the placement, using project and work site knowledge gained to build upon existing educational and training outcomes
- Provide customer service information to internal and external stakeholders referring, under guidance, more complex matters to senior team members
- Undertake a range of basic computer and office tasks including data collection and entry into business systems, log sheets, time sheets, and email to support project outcomes
- Comply with all quality, safety and environmental requirements of the work site as outlined within the Department of Industry NSW safety policies and guidelines

Key challenges

- Learning to plan and carry out on ground works and construction project management, ensuring construction standards are maintained, and notifying the supervisor when issues arise
- Comply with WHS policies and procedures for the worksite, minimising risk of injury given the role has a moderate to high level of physical demand, for example intermittent heavy muscular work, manual handling of heavy loads and walking over various types of terrain

Key relationships

Who	Why
Internal	
Team Supervisor	• Seeks advice and learning outcomes regarding environmental and civil construction projects and work methods
Office staff	• Seek information and guidance regarding soil and water conservation earthworks, civil works and asset maintenance programs
External	
Customers	• Seek and provide information regarding works programs

Role dimensions

Decision making

In consultation with the Supervisor and team, prioritises and manages multiple tasks and demands including matters with critical turnaround times

Reporting line

Supervisor

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Willingness to learn civil and environmental works project management principles and the operation of earth moving and associated machinery
- Willingness to learn/obtain competencies required to complete civil and environmental works safely – for example first aid training, Agricultural chemical handling or 4WD training
- Current Manual Class C drivers licence and willingness to travel and work away from base location

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	Foundational
	Commit to Customer Service	**Foundational**
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Demonstrate Accountability	**Foundational**
Business Enablers	Finance	Foundational
	Technology	**Foundational**
	Procurement and Contract Management	Foundational
	Project Management	Foundational

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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	Foundational	• Behave in an honest, ethical and professional way • Take opportunities to clarify understanding of ethical behaviour requirements • Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role • Speak out against misconduct, illegal and inappropriate behaviour • Report apparent conflicts of interest
Personal Attributes Manage Self	Intermediate	• 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 Commit to Customer Service	Foundational	• Understand the importance of customer service • Help customers understand the services that are available • Take responsibility for delivering services which meet customer requirements • Keep customers informed of progress and seek feedback to ensure their needs are met • Show respect, courtesy and fairness when interacting with customers
Results Demonstrate Accountability	Foundational	• Take responsibility for own actions • Be aware of delegations and act within authority levels • Be aware of team goals and their impact on work tasks • Follow safe work practices and take reasonable care of own and others health and safety • Escalate issues when these are identified
Business Enablers Technology	Foundational	• Display familiarity and confidence in the use of core office software applications or other technology used in role • Understand the use of computers, telecommunications, audio-visual equipment or other technologies used by the organisation • Understand information, communication and document control policies and systems, and security protocols • Comply with policies on acceptable use of technology

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