Role Description
Senior Environmental Officer

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Soil Conservation Service
Location	Regional Office
Classification/Grade/Band	Departmental Officer Grade 7/8
ANZSCO Code	234312
PCAT Code	1119192
Date of Approval	August 2023 (Updated from April 2017; and February 2020)
Agency Website	www.regional.nsw.gov.au or www.scs.nsw.gov.au

Agency overview

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

NSW Soil Conservation Service is part of the Department of Regional NSW and supports local, state and commonwealth government agencies to build and rehabilitate the Australian environment by providing specialist end-to-end services in environmental consulting, conservation earthworks, program management, project delivery and support services.

Primary purpose of the role
The Senior Environmental Officer provides a specialist consultancy service, within a commercial business, involving the planning, designing, costing, implementing and management of a range of environmental and/or civil consulting projects to industry stakeholders and clients.

Key accountabilities

- Promote and manage a successful commercial consulting business at cost centre level by actively seeking and managing environmental projects in the marketplace and negotiating with clients the technical and financial aspects of projects, and project outcomes.
- Identify client needs and deliver soil conservation, environmental consulting projects and/or project management services on a profitable basis.
- Prepare and review contracts and tender documents to ensure delivery of project outcomes.
- Apply environmental and technical expertise to address natural resource management and construction issues in a cost effective and efficient manner.
- Prepare detailed technical reports and plans and implement project plans, following specifications and technical drawings prepared in-house or by third parties.
- Take steps to implement WHS, Environmental Standards and Quality Management practices and procedures and ensure projects are managed using the SCS Integrated Management System (IMS).

Key challenges

- Establish networks and develop effective partnerships with industry stakeholders, clients and win commercial projects in natural resource management and/or civil construction.
- Provide practical solutions to a diverse range of natural resource management problems/issues and deliver beneficial outcomes to clients on a fee-for-service basis.
- Operate in fast paced commercial environment to provide succinct and accurate advice and project deliverables to clients.

Key relationships

Who	Why
Internal	
Area Manager, Consult Co-ordinator, senior management and program support staff	• Provide advice and support in the delivery of a consultancy service which involves the planning, design, costing, implementing and managing a range of environmental and/or civil consulting projects.
External	
Stakeholders/Customers	• Commercial clients, government entities, landholders, subcontractors.

Role dimensions

Decision making

In consultation with the Area Manager, the role is responsible for making decisions relating to the management of a range of environmental and/or civil consulting projects.

Reporting line

Area Manager

Direct reports

3-5

Budget/Expenditure

N/A

Key knowledge and experience

- Knowledge of project management methodology and / or with an understanding of environmental principles, erosion and sediment control, and legislation.
- Experience in environmental or construction project and site management with experience in the design and implementation of soil and water conservation projects
- Practical working knowledge of fluvial geomorphic principles and the implementation of riparian natural resource projects.

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.

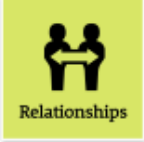The capabilities are separated into focus capabilities and complementary capabilities

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
Personal Attributes	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so	Intermediate
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept

| | Commit to Customer Service
Provide customer-focused services in line with public sector and organisational objectives | • Take responsibility for delivering high-quality customer-focused services
• Design processes and policies based on the customer's point of view and needs
• Understand and measure what is important to customers
• Use data and information to monitor and improve customer service delivery
• Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers
• Maintain relationships with key customers in area of expertise
• Connect and collaborate with relevant customers within the community | Adept |
|---|---|---|---|
| | Demonstrate Accountability
Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | • Be proactive in taking responsibility and being accountable for own actions
• Understand delegations and act within authority levels
• Identify and follow safe work practices, and be vigilant about own and others' application of these practices
• Be aware of risks and act on or escalate risks, as appropriate
• Use financial and other resources responsibly | Intermediate |
| | Technology
Understand and use available technologies to maximise efficiencies and effectiveness | • Display familiarity and confidence when applying technology used in role
• Comply with records, communication and document control policies
• Comply with policies on the acceptable use of technology, including cyber security | Foundational |
| | Procurement and Contract Management
Understand and apply procurement processes to ensure effective purchasing and contract performance | • Comply with basic ordering, receipting and payment processes
• Apply basic checking and quality-control processes to activities that support procurement and contract management
• Understand probity principles relating to purchasing | Foundational |

| | Manage and Develop People
Engage and motivate staff, and develop capability and potential in others | • Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes
• Adjust performance development processes to meet the diverse abilities and needs of individuals and teams
• Develop work plans that consider capability, strengths and opportunities for development
• Be aware of the influences of bias when managing team members
• Seek feedback on own management capabilities and develop strategies to address any gaps
• Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way
• Monitor and report on team performance in line with established performance development frameworks | Adept |
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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.

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	Intermediate
Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate

Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
Business Enablers	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate
People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational

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