

Role Description

Team Leader Land Services

Cluster	Planning, Industry & Environment
Agency	Local Land Services
Location	Negotiable within Region
Classification/Grade/Band	Advisory and Technical Stream, LLS Grade 7
Role Family	Projects & Programs
ANZSCO Code	234399
PCAT Code	1119192
Date of Approval	2017 (updated Aug 2019)
Agency Website	www.lls.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster was formed in 2019. The cluster drives 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 of land, water and mining, energy, and growing our industries. There is a strong emphasis on regional NSW.

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 Services.

Primary purpose of the role

Lead a team to coordinate the development and implementation of natural resource management and agricultural productivity programs, plans and initiatives and negotiate and facilitate stakeholder contributions for project implementation and decision-making to achieve identified strategic initiatives as well as assist with biosecurity projects and undertake activities to prevent, prepare for, respond to and recover from emergencies.

Key accountabilities

- Taking action to ensure that the impact of environmental, social and economic issues are considered and reflected in project outcome decisions.
- Developing and implementing policies and guidelines to ensure that decisions made and activities undertaken comply with relevant legislation, Government, Corporate and LLS priorities.
- Ensuring that on ground and planning outcomes are consistent with agreed priorities, plans, standards.
- Engaging with and maintaining stakeholder involvement in LLS activities and sharing information between LLS's, states and territories, NRM groups and community.
- Encouraging and informing a partnership approach to improve change in local management of natural resources and agricultural productivity, stakeholder awareness and understanding is raised.

- Coordinating and influencing multidisciplinary teams to work together with a range of external and internal stakeholders to achieve natural resource management and agricultural outcomes.
- Balancing and managing a range of competing and conflicting priorities in a politically sensitive environment.
- Assisting with biosecurity projects and supporting emergency management and natural disaster responses.

Key challenges

- Develop, coordinate and manage projects including the supervision of a project team and coordination of external providers, manage budgets and resources and develop and implement work plans as well as establish and deploy multi-disciplinary project groups to ensure potential is optimised, time constraints are met and work undertaken is commensurate with priorities and standards.
- Research, analyse and evaluate proposals, undertake program and project reporting, mapping and monitoring and prepare written material and recommendations to senior management to ensure LLS priorities are implemented.
- Provide advice and analysis to the Chair, Board, General Manager, staff and stakeholders on specific projects and LLS activities and increase the ability of land managers, groups, partner organisations and industry groups to manage and deal with agricultural land issues for environmental, production and biosecurity outcomes.
- Providing leadership in the delivery of integrated services in a complex team and business environment.

Key relationships

Who	Why
Internal	
Manager Land Services	<ul style="list-style-type: none"> • Deliver recommendations and advice on natural resource management and agricultural productivity programs, plans and initiatives.
Team	<ul style="list-style-type: none"> • Build a team culture and provide advice and support on a range of natural resource management and agricultural productivity programs.
External	
Land Managers, industry stakeholders and clients	<ul style="list-style-type: none"> • Provide specialist advice and information on the development and implementation of natural resource management programs and projects.

Role dimensions

Decision making

With the supervisor, the role is responsible for making daily decisions in order to meet the requirements of the business area.

Reporting line

Manager Land Services

Direct reports

The role has 2 direct reports: Senior Land Services Officer and Land Services Officer

Budget/Expenditure

Authorisation for expenditure of allocated project resources under applicable delegation

Essential requirements

- Understanding of the needs and issues facing land holders and stakeholders in achieving sustainable economic development
- A degree in agricultural, environmental, natural resource management, biosecurity and emergency management and/or equivalent knowledge and experience
- Current NSW Driver Licence and ability and willingness to travel






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	Adept
	Act with Integrity	Adept
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Advanced
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
 Results	Deliver Results	Advanced
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Adept
	Project Management	Adept
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	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	<ul style="list-style-type: none"> • 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Commit to Customer Service	Advanced	<ul style="list-style-type: none"> Promote a culture of quality customer service in the organisation Initiate and develop partnerships with customers to define and evaluate service performance outcomes Promote and manage alliances within the organisation and across the public, private and community sectors Liaise with senior stakeholders on key issues and provide expert and influential advice Identify and incorporate the interests and needs of customers in business process design Ensure that the organisation's systems, processes, policies and programs respond to customer needs
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Build a supportive and co-operative team environment Share information and learning across teams Acknowledge outcomes which were achieved by effective collaboration Engage other teams/units to share information and solve issues and problems jointly Support others in challenging situations
Results Deliver Results	Advanced	<ul style="list-style-type: none"> Drive a culture of achievement and acknowledge input of others Investigate and create opportunities to enhance the achievement of organisational objectives Make sure others understand that on-time and on-budget results are required and how overall success is defined Control output of business unit to ensure government outcomes are achieved within budget Progress organisational priorities and ensure effective acquisition and use of resources Seek and apply the expertise of key individuals to achieve organisational outcomes
Results Demonstrate Accountability	Adept	<ul style="list-style-type: none"> Assess work outcomes and identify and share learnings to inform future actions Ensure that actions of self and others are focused on achieving organisational outcomes Exercise delegations responsibly Understand and apply high standards of financial probity with public monies and other resources Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others Conduct and report on quality control audits Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcome • 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	Adept	<ul style="list-style-type: none"> • Promote a sense of purpose within the team and enable others to understand the strategic direction of the organisation • Translate broad goals into operational needs and explain the links for the team • Link team performance goals to team/unit goals to ensure implementation of government policy • Ensure team objectives and outcomes lead to implementation of government policy • Recognise and acknowledge high individual/team performance