

Role Description

Senior Land Services Aboriginal Communities

Cluster	Department of Regional NSW
Agency	Local Land Services
Division/Branch/Unit	Regions
Classification/Grade/Band	Advisory & Technical Stream, LLS Grade 6
Role Family	Projects & Programs
ANZSCO Code	234399
PCAT Code	1119192
Date of Approval	August 2019 (updated June 2020)
Agency Website	http://www.lls.nsw.gov.au

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

Work in close partnership with LLS Regions, NSW and Commonwealth Government agencies and other stakeholders to provide support for the development and delivery of innovative policies, programs, plans and procedures. These initiatives support capacity building and program opportunities for Aboriginal people across all LLS business areas including but not limited to, NRM, Agriculture, Biosecurity, Emergency Management and Travelling Stock Reserves.

Key accountabilities

- Develop and implement community based information and assistance projects that increase the ability of Indigenous groups, rural landholders, land managers, community groups, partner organisations and industry groups to manage and deal with agricultural land issues for environmental, production and biosecurity outcomes
- Contribute to the team to provide a timely, consistent and effective frontline client service to Indigenous communities, rural landholders and managers, stakeholders, partners and industry groups

- Collect and collate data, analyse information and provide accurate, appropriately balanced advice, reports and recommendations on natural resource management and agricultural issues impacting on Indigenous communities
- Project manage project activities to ensure the effective and timely delivery of LLS Innovate Reconciliation Action Plan outcomes
- Take steps to ensure client satisfaction when representing the LLS at Aboriginal events and activities
- Providing natural resource management and agricultural productivity advice to Indigenous communities, land managers, stakeholders and clients consistent with the objectives of the LLS
- Interpreting and applying relevant legislation and policy and making appropriate determinations and recommendations

Key challenges

- Managing and implementing LLS projects and initiatives in partnership with Indigenous communities, rural land managers and industry groups, land management groups, community groups and various industry groups
- Performing field work exercises in Aboriginal communities, inspections and assessments in all conditions and terrains
- Facilitating cross cultural educational and capacity building field days and workshops with Indigenous communities, land managers, community and industry groups, to promote cultural perspectives and build cultural competence

Key relationships

Who	Why
Internal	
Team Leader and Senior Management	<ul style="list-style-type: none"> • Receives direction and support in the development and implementation of LLS programs • Provides advice and recommendations regarding Aboriginal Community perspectives to resolve complex biodiversity, natural resource management and agricultural issues and improve LLS programs
Other staff	<ul style="list-style-type: none"> • Work as a team to provide advice and expertise in the development and implementation of LLS programs
External	
Farmers/land managers/community groups/industry groups and Government organisations	<ul style="list-style-type: none"> • Delivers natural resource management, agricultural productivity, biosecurity and emergency management services • Facilitates collaboration to resolve natural resource management and agricultural productivity issues

Role dimensions

Decision making

With the support of the Aboriginal Programs Coordinator, develops partnerships and projects, provides technical advice and recommendations for delivery of LLS service and programs relevant to LLS Innovate Reconciliation Action Plan and Aboriginal Programs more broadly.

Reporting line

Manager Land Services or Team Leader - depends on region.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Degree qualification in agricultural, environmental, natural resource management, biosecurity and emergency management and/or an equivalent level of industry knowledge and experience\
- Skills and ability to use a range of computer software including word processing, databases and spreadsheets
- Current valid NSW Driver License and the ability and willingness to travel
- Applicants must be of Aboriginal descent through parentage, identification as being Aboriginal and accepted in the community as such. Aboriginality is a genuine occupational qualification and is authorised under Section 14(d) of the Antidiscrimination Act 1997

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	<ul style="list-style-type: none"> • 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	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	Adept
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> • Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others 	Intermediate





FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for 	Adept
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions • Ensure that own actions and those of 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 own and others' health and safety • Conduct and report on quality control audits • Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks 	Adept
	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> • Understand all components of the project management process, including the need to consider change management to realise business benefits • Prepare clear project proposals and accurate estimates of required costs and resources • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Identify and evaluate risks associated with the project and develop mitigation strategies • Identify and consult stakeholders to inform the project strategy • Communicate the project's objectives and its expected benefits • Monitor the completion of project milestones against goals and take necessary action • Evaluate progress and identify improvements to inform future projects 	Adept

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	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept