

Role Description

Climate Change Risk Manager



Portfolio	Primary Industries and Regional Development
Agency	Department of Primary Industries and Regional Development
Division/Branch	Enabling Services/Governance, Risk and Audit
Classification/Grade/Band	Clerk Grade 11/12
ANZSCO Code	511112
PCAT Code	119192
Date of Approval	June 2025
Agency Website	www.dpird.nsw.gov.au

Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is dedicated to growing primary industries and supporting regional economic development to deliver long-term benefits to the state. Our focus is to protect, support, and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture and Biosecurity; Forestry and Fishing; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works; and the Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent living and working in regional NSW.

Primary purpose of the role

The Climate Change Risk Officer leads and coordinates the design and implementation of strategic climate change risk management initiatives across DPIRD to integrate assessment of climate change impacts and adaptation into strategic and operational risk management practices.

They are the subject matter expert on climate change risk and adaptation, leading engagement with subject matter experts in climate science and sustainability, Department of Climate Change, Energy, the Environment and Water to provide advice and support to manage climate risks across DPID. The role also works with subject matter experts to support functional areas in areas such as program and project delivery, asset management and financial management to build their capacity in climate risk management.

Key accountabilities

- Lead and coordinate actions on behalf of DPIRD to meet the requirements of the NSW Climate Change Adaptation Strategy and other relevant operational policies and strategies.
- Coordinate the Climate Risk Ready process within DPIRD.
- Create and lead a cluster wide climate change risk management working group to embed climate change risk and adaptation strategies including identifying opportunities to prioritise and assess climate driven events, impacts and adaptation actions
- Review systems, policies and procedures and develop recommendations to improve enterprise and operational-level management of climate change risks and opportunities.
- Lead delivery of initiatives that embed innovative approaches to climate change risk management into

existing enterprise risk management frameworks, policies and procedures to respond to the impact on the DPIRD's assets, services and objectives.

- Lead engagement with senior leaders to increase awareness of climate change impacts and management responsibilities to build a positive climate risk management culture across the cluster.
- Work closely with key stakeholders across government and subject matter experts to support integration of climate risk into operational plans, policies, procedures, and decision-making that can be scaled across the cluster.
- Design and deliver initiatives to build internal skills, capabilities, knowledge, and capacity to implement climate risk operational plans, policies and procedures.
- Develop and implement strategies and tools for the continuous monitoring and evaluation of initiatives and enterprise-level climate risks and opportunities.
- Generate and present reports, briefings and discussion papers to inform responses to climate risk into business and operational plans, policies and procedures that can be scaled across DPIRD.
- Provide expert advice and information to stakeholders on emerging issues and present recommendations that contribute to the achievement of DPIRD's strategic objectives and priorities

Key challenges

- Building and maintaining relationships, including with technical and policy subject matter experts with diverse goals and expectations, to deliver program outcomes aligned to whole-of-government approaches.
- Maintaining up-to-date knowledge of relevant standards, frameworks, policies and initiatives across various disciplines to support ongoing alignment to the whole-of-government approach to climate change adaptation.
- Advocating and influencing climate risk culture across a diverse cluster to address long-term risk to assets and services.

Key relationships

Who	Why
Internal	
Director, Governance, Risk and Audit	<ul style="list-style-type: none"> • Provide advice and contribute to decision making • Identify emerging issues and their implications, and propose solutions • Provide regular updates on key projects and programs
Senior Leaders	<ul style="list-style-type: none"> • Provide specialist advice and support for cluster and whole of government activities and to build capability and capacity in climate risk management • Advocate and influence climate change risk culture
Risk Team Managers	<ul style="list-style-type: none"> • Contribute as a member of the Risk team, to actively assist in the delivery of collective team accountabilities and outcomes. • Contribute to the exchange of information, discuss issues and collaborate on cross group projects or ad hoc tasks. • Provide information and advice, consult and collaborate on specific risk management matters and receive feedback.
External	
Department of Climate Change, Energy, the Environment and Water	<ul style="list-style-type: none"> • Develop workplans and reports to support project delivery • Engage in project monitoring and evaluation activities • Coordinate ongoing access to resources to support delivery • Access up to date climate change and impact information
NSW Government stakeholders	<ul style="list-style-type: none"> • Represent agency interests and use influence to achieve optimal outcomes as required. • Participate in professional networks and relationships across the public sector to maintain currency of climate risk management

Who	Why
	<p>knowledge, share ideas and learnings, and collaborate where required</p> <ul style="list-style-type: none"> • Develop and maintain effective working relationships to support operational and strategic objectives • Manage expectations and resolve issues.
Portfolio risk practitioners	<ul style="list-style-type: none"> • Provide a contact point for cluster entities to coordinate information and reporting, and capability building.

Role dimensions

Decision making

The Climate Change Risk Manager operates with autonomy within the parameters of their agreed work plan, exercising a delegated authority consistent with DPIRD's policy and manages the appropriate allocation of resources to ensure fiscal and resource management within the unit and is fully accountable for the quality, integrity and accuracy of advice provided.

The role seeks advice from senior executives in relation to matters that have climate change implications and acts within Government sector strategic plans and priorities, legislative and regulatory frameworks, practice standards, delegations, and agency policy and procedural frameworks and guidelines.

Reporting line

This position reports directly to Director Governance, Risk and Audit.

Direct reports

Senior Climate Risk Officer

Budget/Expenditure

Nil

Key knowledge and experience

- Demonstrated skills in building and working with multi-disciplinary teams to develop, implement and monitor delivery plans to achieve program outcomes.

Essential requirements

- Relevant tertiary qualifications and/or equivalent demonstrated experience, such as in climate change, environmental management, risk management, organisational change, engineering or other related field.

Capabilities for the role

The 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	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> Keep up to date with relevant contemporary knowledge and practices 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 and maintain a high level of personal motivation 	Adept
	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change Give frank and honest feedback and advice Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately Raise and work through challenging issues and seek alternatives Remain composed and calm under pressure and in challenging situations 	Adept
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> Present with credibility, engage diverse audiences and test levels of understanding Translate technical and complex information clearly and concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Contribute to and promote information sharing across the organisation Manage complex communications that involve understanding and responding to multiple and divergent viewpoints Explore creative ways to engage diverse audiences and communicate information Adjust style and approach to optimise outcomes Write fluently and persuasively in plain English and in a range of styles and formats 	Advanced
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> Recognise outcomes achieved through effective collaboration between teams Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions Network extensively across government and organisations to increase collaboration 	Advanced

- Encourage others to use appropriate collaboration approaches and tools, including digital technologies



Results

Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Understand the links between the business unit, Advanced organisation and the whole-of-government agenda
- Ensure business plan goals are clear and appropriate and include contingency provisions
- Monitor the progress of initiatives and make necessary adjustments
- Anticipate and assess the impact of changes, including government policy and economic conditions, on business plans and initiatives and respond appropriately
- Consider the implications of a wide range of complex issues and shift business priorities when necessary
- Undertake planning to help the organisation transition through change initiatives, and evaluate progress and outcomes to inform future planning

Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Research and apply critical-thinking techniques Adept in analysing information, identify interrelationships and make recommendations based on relevant evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
- Seek contributions and ideas from people with diverse backgrounds and experience
- Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
- Identify and share business process improvements to enhance effectiveness



Business Enablers

Project Management

Understand and apply effective planning, coordination and control methods






- Prepare and review project scope and business cases for projects with multiple interdependencies Advanced
- Access key subject-matter experts' knowledge to inform project plans and directions
- Design and implement effective stakeholder engagement and communications strategies for all project stages
- Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning
- Develop effective strategies to remedy variances from project plans and minimise impact

- Manage transitions between project stages and ensure that changes are consistent with organisational goals
- Participate in governance processes such as project steering groups

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	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Advanced
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Advanced
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Advanced
	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
 People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Advanced
	Manage and Develop People	Engage and motivate staff, and develop capability and potential in others	Intermediate
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept