

Role Description

Environmental Officer Trainee - Indigenous Land Management



Local Land
Services

Cluster	Department of Regional NSW
Agency	Local Land Services
Division/Branch/Unit	Greater Sydney
Location	Penrith
Classification/Grade/Band	Trainee Skill Level C
Role Family (<i>internal use only</i>)	Bespoke/Trade & Labour, Facilities Management/Support
ANZSCO Code	234311
PCAT Code	1119192
Date of Approval	August 2021
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 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.

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

The trainee undertakes a combination of structured training and work activities to gain experience in Caring for Country related activities including, but not limited to, Indigenous land management, Aboriginal Cultural Heritage management, natural resource management, sustainable agriculture and vertebrate pest management, and related skills by working under supervision at sites in the Greater Sydney region. The role is required to undertake and complete a certificate level qualification in Conservation and Ecosystem Management during their traineeship.

Key accountabilities

- Work collaboratively and safely as part of the Greater Sydney team ensuring that all aspects of work are undertaken in compliance to WHS policy;
- Implement priority planning and field activities including NRM, Biosecurity and Indigenous Land Management to deliver outcomes which protect and enhance outcomes on Country, including the environment and the cultural relationships held by First Nations peoples;
- Learn about the importance of holistic land management and the connections to important aspects such as threatened species and cultural heritage conservation;

- 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;
- Comply with all quality, safety and environmental requirements of the work site as outlined within the Department of Industry NSW safety policies and guidelines; and
- The trainee will be required to undertake and complete a certificate level qualification in Conservation and Ecosystem Management during their traineeship.

Key challenges

- Learn to plan and carry out on ground works in an efficient and cost effective manner ensuring standards are maintained.
- 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
- The trainee’s attendance and ongoing work performance contributes to the attainment of the formal qualification undertaken as part of the traineeship. The trainee must be ready to work, learn and apply new skills throughout this traineeship.

Key relationships

Who	Why
Internal	
Senior Land Services Officer (Aboriginal Communities)	<ul style="list-style-type: none"> • The Senior Land Services Officer (Aboriginal Communities) will be the primary contact for the trainee.
Manager Land Services	<ul style="list-style-type: none"> • Manager Land Services will provide support and oversight of the Aboriginal Communities Team

Role dimensions

Full-time position *up to June 2023* (18 months) subject to performance and other factors.

Decision making

Decision making is minimal as the trainee will work under daily supervision

Reporting line

Senior Land Services Officer (Aboriginal Communities)

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- This is an identified position under Section 14 of the *Anti Discrimination Act 1977 (NSW)*. 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 *Anti-discrimination Act (1977)*. You will need to confirm in your written application that you are Aboriginal and therefore qualify for this position.
- Ability to learn new techniques and undertake cultural and traditional ecological learning.
- Ability to work cooperatively in a team and to communicate effectively.
- Willingness and ability to undertake RTO qualification in Conservation and Ecosystem Management.
- Hold or willingness to obtain licenses / competencies: Manual Class C drivers license, Chainsaw Operations (Level 1), First Aid training, 4WD training, Agricultural Chemicals Handling Course and other training courses as required by the Department.

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
	Act with Integrity		Foundational
	Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Behave in an honest, ethical and professional way • Build understanding of ethical behaviour • Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation • Speak out against misconduct and illegal and inappropriate behaviour • Report apparent conflicts of interest 	



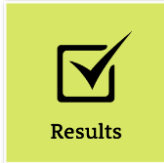

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Relationships</p>	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Recognise the importance of customer service and understanding customer needs • Help customers understand the services that are available • Take responsibility for delivering services that 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 • Recognise that customer service involves both external and internal customers 	Foundational
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> • Work as a supportive and cooperative team member, sharing information and acknowledging others' efforts • Respond to others who need clarification or guidance on the job • Step in to help others when workloads are high • Keep the team and supervisor informed of work tasks • Use appropriate approaches, including digital technologies, to share information and collaborate with others 	Foundational
 <p>Results</p>	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> • 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 • Follow government and organisational record-keeping requirements 	Foundational
	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> • Understand project goals, steps to be undertaken and expected outcomes • Plan and deliver tasks in line with agreed project milestones and timeframes • Check progress against agreed milestones and timeframes, and seek help to overcome barriers • Participate in planning and provide feedback on progress and potential improvements to project processes 	Foundational
 <p>Business Enablers</p>			

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