Role Description

**Senior Wetlands and Rivers Conservation Officer**

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| **Cluster** | Planning, Industry & Environment |
| **Agency** | Environment, Energy and Science |
| **Division/Branch/Unit** | Biodiversity & Conservation |
| **Location** | Various |
| **Classification/Grade/Band** | Environment Officer Class 11 |
| **Role Number** | Generic |
| **ANZSCO Code** | 234311 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | June 2018 |
| **Agency Website** | [www.dpie.nsw.gov.au](http://www.dpie.nsw.gov.au/) |

# Agency overview

The Planning, Industry and Environment Cluster brings together the functions from the former Planning & Environment and Industry Clusters.

The new Cluster will drive for 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 – land, water, mining – energy, and growing our industries. In particular, there will be a redoubling of emphasis on regional NSW.

# Primary purpose of the role

Develop and implement environmental water programs, plans and projects, management of water delivery partnerships and stakeholders, collaborating on cross-regional water use activities and responsibilities and monitoring and reporting on environmental outcomes consistent with NSW water management legislation, intergovernmental agreements and organisation policies, processes and procedures.

# Key accountabilities

* Provide high level input into the development and implementation of environmental water management and operational plans including defining environmental assets, objectives, decision criteria, monitoring and reporting requirements and accountabilities.
* Apply high level expertise to advise and inform Environment, Energy and Science management decision-making in relation to Environment, Energy and Science’s legislative responsibilities in relation to environmental water use, monitoring activities and issues management.
* Manage environmental monitoring activities associated with the use of environmental water and use data collection and analysis to prepare regular comprehensive reports to inform stakeholders of emerging issues.

1 

* Lead the identification, analysis and monitoring of emerging issues, trends and risks with the potential to impact on water programs and recommend risk minimisation strategies.
* Implement effective project management of complex projects including preparing and submitting high quality plans and briefs to management, priority setting, budget and manage staff, volunteers and external contractors, evaluation, timely status briefings and reporting and delivery within scope, budget and timeframes.
* Draft and present high-level briefings, reports, submissions, briefing notes, correspondence and advice for Environment, Energy and Science management and the Minister’s Office to ensure they remain informed of key issues arising from environmental watering related activities.
* Ensure all wetlands and rivers conservation practices are successfully administered and are compliant with legislative and organisation policies, processes and procedures via appropriate governance.

# Key challenges

* Operating independently as part of a multi-disciplinary geographically dispersed team within agreed guidelines.
* Anticipating issues and consequences when interpreting legislation and statutory water management and when considering planning and impact assessment matters.
* Working in an area of natural resource management that is at times highly contentious.

# Key relationships

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| **Who** | **Why** |
| **Internal** |  |
| Manager | * Receive guidance and support, provide advice and exchange information. |
| Work team/other staff | * Work collaboratively to contribute to achieving business outcomes. * Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing. |
| **External** |  |
| Commonwealth and State government and non-government organisations and community groups, landholders and  other water holders | * Develop and maintain effective water delivery partnerships to facilitate effective communication and information exchange, and stakeholder commitment and engagement in environmental water programming   and conservation |
| Inter-agency committees and advisory groups | * Represent the Division to articulate environmental water, floodplain, river and wetland management interests, and to successfully   campaign for and influence positive decision-making processes |

**Role dimensions**

## Decision making

The role is expected to operate with some level of autonomy, makes day to day decisions relating to work priorities and workload management, for themselves and any staff supervised. The position is accountable for the quality, integrity and accuracy of content of advice provided.

## Reporting line

The role reports to the Senior Team Leader, Environmental Water & Floodplains

## Direct reports

Nil

## Budget/Expenditure

Nil

# Essential requirements

Extensive knowledge of and experience in environmental water, river and wetland management, planning and policy including river, floodplain and wetland hydrology and ecology.

Proven high level knowledge and understanding of current water, threatened species and biodiversity conservation frameworks, legislation and reforms impacting on rivers and wetlands conservation and management programming.

Extensive project management experience including the delivery of environmental water conservation projects and in managing resources, prioritising competing demands and project evaluations.

Experience negotiating successful resource management outcomes within and between groups representing diverse interests and demonstrated knowledge of the role and responsibility of the Environment, Energy and Science and other public authorities in water management.

# 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](http://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.

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| **NSW Public Sector Capability Framework** | | |
| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Intermediate |
| **Act with Integrity** | **Adept** |
| Manage Self | Adept |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Advanced** |
| Commit to Customer Service | Adept |
| Work Collaboratively | Adept |
| **Influence and Negotiate** | **Advanced** |
|  | **Deliver Results** | **Adept** |
| Plan and Prioritise | Adept |
| Think and Solve Problems | Adept |
| Demonstrate Accountability | Adept |
|  | Finance | Intermediate |
| Technology | Intermediate |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **Adept** |

## 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.

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| **NSW Public Sector Capability Framework** | | |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**  Act with Integrity | Adept | * 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 |
| **Relationships** | Advanced | * Present with credibility, engage varied audiences and test   levels of understanding |

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| **NSW Public Sector Capability Framework** | | |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| Communicate Effectively |  | * Translate technical and complex information concisely for diverse audiences * Create opportunities for others to contribute to discussion and debate * Actively listen and encourage others to contribute inputs * Adjust style and approach to optimise outcomes * Write fluently and persuasively in a range of styles and   formats |
| **Relationships**  Influence and Negotiate | Advanced | * Influence others with a fair and considered approach and present persuasive counter-arguments * Work towards mutually beneficial win/win outcomes * Show sensitivity and understanding in resolving acute and complex conflicts * Identify key stakeholders and gain their support in advance * Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise * Pre-empt and minimise conflict within the organisation and   with external stakeholders |
| **Results**  Deliver Results | Adept | * Take responsibility for delivering on intended outcomes * Make sure team/unit staff understand expected goals and acknowledge success * Identify resource needs and ensure goals are achieved within budget and deadlines * Identify changed priorities and ensure allocation of resources meets new business needs * Ensure financial implications of changed priorities are explicit and budgeted for * Use own expertise and seek others’ expertise to achieve   work outcomes |
| **Business Enablers**  Project Management | Adept | * 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 * 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 |