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| --- | --- |
| **Cluster** | Planning, Industry & Environment |
| **Agency** | Environment, Energy and Science |
| **Division/Branch/Unit** | Biodiversity Conservation and Science |
| **Location** | Various |
| **Classification/Grade/Band** | Environmental Officer Class 7 |
| **Role Number** | Generic |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | February 2015 |
| **Agency Website** | [www.environment.nsw.gov.au](http://www.environment.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

As part of a team provide technical advice to support water use decisions, monitoring and evaluation of environmental water use and adaptive management of environmental water. Support the development and implementation of environmental waterplans and projects, and monitoring and reporting on environmental outcomes.

# Key accountabilities

* Work as part of a team to support development and implementation of environmental water programs, plans and projects, and monitor and report on environmental outcomes.
* Provide technical capacity and advice to support water use decisions, monitoring and evaluation of environmental water and to report environmental outcomes against ecological objectives.
* Provide advice and technical input into the development and implementation of strategies, frameworks, plans and guidelines that support regional environmental water programs.
* Undertake conservation assessments and planning for environmental assets as directed, to establish watering programs with public and private landholders in priority areas.
* Identify opportunities to promote environmental watering outcomes and an understanding of the objectives of environmental water projects, and assist consultation with internal and external stakeholders through effective communication.
* Support provision of reports and other materials and analyse monitoring information and prepare reports on environmental outcomes, in accordance with organisational policies, processes and procedures. This includes researching and analyzing information to present to contribute to the development and implementation of environmental water management strategies

Key challenges

* Manage projects, and exercise flexibility to address changing priorities and project parameters.
* Develop and maintain an awareness of social, institutional, political and ecological issues relevant to wetlands, water quality and river flows.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Escalate issues, keep informed, advise and receive instructions * Provide administration support for the management of environmental water. |
| Work Team | * Participate as a member to deliver the agency’s mission, strategies, plans and key priorities from a strategic planning perspective |
|  |  |
| Internal forums | * Represent the agency and wetlands and rivers conservation interests on a range of forums dealing with the management of environmental water to provide advice and information |
| **External** |  |
| Key External Stakeholders | * Maintain cooperative and productive working relationships including with landholders, resource managers and regulatory agencies, to ensure work undertaken is consistent with the needs and directions of the Region and the community. * Establish, implement and maintain effective communication with landholders and other external stakeholders * Work with volunteers and contractors to meet and deliver on agreed project outcomes |
| Range of forums including committees and working groups | * Represent Environmental Water Planning Program interests to provide technical advice and information |

# Role dimensions

## Decision making

Operates as part of a geographically dispersed team within agreed guidelines and with regular guidance on strategic priorities provided by the Principal Project Officer. Submits reports, briefing notes and recommendations in final form for approval by the Manager

## Reporting line

Varies per position

## Direct reports

Nil

## Budget/Expenditure

Nil

## Essential Requirements

A valid Australian driver’s licence

# 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.

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Capability Group** | **Capability Name** | **Level** |
|  | **Display Resilience and Courage** | **Intermediate** |
| Act with Integrity | Intermediate |
| Manage Self | Intermediate |
| Value Diversity | Foundational |
|  | **Communicate Effectively** | **Intermediate** |
| Commit to Customer Service | Foundational |
| **Work Collaboratively** | **Intermediate** |
| Influence and Negotiate | Intermediate |
|  | **Deliver Results** | **Intermediate** |
| Plan and Prioritise | Foundational |
| **Think and Solve Problems** | **Intermediate** |
| Demonstrate Accountability | Intermediate |
|  | Finance | Foundational |
| Technology | Intermediate |
| Procurement and Contract Management | Foundational |
| **Project Management** | **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**  Display Resilience and Courage | Intermediate | Be flexible and adaptable and respond quickly when situations change  Offer own opinion and raise challenging issues  Listen when ideas are challenged and respond in a reasonable way  Work through challenges  Stay calm and focused in the face of challenging situations |
| **Relationships**  Communicate Effectively | Intermediate | Focus on key points and speak in ‘Plain English’  Clearly explain and present ideas and arguments  Listen to others when they are speaking and ask appropriate, respectful questions  Monitor own and others’ non-verbal cues and adapt where necessary  Prepare written material that is well structured and easy to follow by the intended audience  Communicate routine technical information clearly |
| **Relationships**  Work Collaboratively | Foundational | Work as a supportive and co-operative team member, share information and acknowledge others’ efforts  Respond to others who need clarification or guidance on the job  Step in to help others when workloads are high  Keep team and supervisor informed of work tasks |
| **Results**  Deliver Results | Intermediate | Complete work tasks to agreed budgets, timeframes and standards  Take the initiative to progress and deliver own and team/unit work  Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals  Seek and apply specialist advice when required |
| **Results**  Think and Solve Problems | Intermediate | Research and analyse information and make recommendations based on relevant evidence  Identify issues that may hinder completion of tasks and find appropriate solutions  Be willing to seek out input from others and share own ideas to achieve best outcomes  Identify ways to improve systems or processes which are used by the team/unit |
| **Business Enablers**  Project Management | Intermediate | Perform basic research and analysis which others will use to inform project directions  Understand project goals, steps to be undertaken and expected outcomes  Prepare accurate documentation to support cost or resource estimates  Participate and contribute to reviews of progress, outcomes and future improvements  Identify and escalate any possible variance from project plans |