

# Role Description

## Project Officer – Mining Titles



Regional  
NSW

Cluster	Regional NSW
Agency	Department of Regional New South Wales
Group/Division/Branch	Mining Exploration & Geoscience
Location	Various - Regional
Classification/Grade/Band	Clerk Grade 7 / 8
Role Family	Standard / Project and Programs / Delivery
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	February 2022
Agency Website	<a href="http://www.regional.nsw.gov.au">www.regional.nsw.gov.au</a>

### Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is 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.

Mining, Exploration and Geoscience (MEG) sets strategic policy for the state's mineral and energy resources, gathers, analyses and disseminates geoscientific information, and assesses and determines applications for mineral and petroleum titles for exploration activities and extractive uses.

Mining, Exploration and Geoscience is committed to delivering strong and quality outcomes, with the vision of our minerals and petroleum resources generating prosperity for the people of NSW.

### Primary purpose of the role

The Project Officer – Mining Titles interprets and applies legislative requirements including the *Mining Act* (1992) NSW, to assess and determine mining titles applications, in accordance with departmental policies and procedures, to ensure the delivery of high standards of customer service and achievement of organisational outcomes.

### Key accountabilities

- Interpret and apply relevant legislation and departmental policies to ensure appropriate determination of mining titles applications in NSW, ensuring compliance with required timeframes and KPIs.
- Deliver high levels of customer service to a range of clients ensuring timely advice and an outcome delivery focus.

- Manage own workload and be flexible in outcome delivery, managing multiple titles applications at the same time, identifying and managing risks to delivery through seeking advice and escalating when required.
- Establish and maintain stakeholder relationships (internal and external) through effective communication, and service delivery to engage stakeholders and ensure agency deliverables are met
- Provide support to team members in unpacking complex cases and determining the appropriate solution to deliver appropriate outcomes.
- Assist in continual business improvement projects, where required
- Deliver accurate detailed and timely documents including briefings and reports to the standards required of government decision making ensuring appropriate application of decision-making principles, record keeping requirements and exercise of delegations.

## Key challenges

- Delivering a range of titles assessment functions given tight deadlines to meet KPIs, set resources and the need to manage competing priorities
- Contribute to business process improvement including the development of operational policies and procedures that will support a culture of continual improvement

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Provide advice and contribute to decision making regarding titles assessments and issues</li> <li>• Escalate issues and propose solutions</li> <li>• Receive guidance and provide regular updates on priorities</li> <li>• Ensure accuracy and quality of written documents according with templates and decision making requirements</li> </ul>
Team	<ul style="list-style-type: none"> <li>• Support team members and work collaboratively to contribute to achieving team outcomes</li> <li>• Ensure an integrated organisational approach to contribution to development of policies and procedures to reflect best practice and the delivery of KPIs</li> </ul>
Other staff	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships and open channels of communication</li> <li>• Exchange information and respond to enquiries and assessment requests</li> <li>• Contribute to a cohesive, collaborative and respectful work environment</li> </ul>
<b>External</b>	
Stakeholders	<ul style="list-style-type: none"> <li>• Provide expert advice on titles related matters</li> <li>• Engage and consult in the resolution of applications issues</li> <li>• Develop and maintain effective working relationships and open channels of communication</li> <li>• Exchange information and respond to enquiries</li> </ul>

## Role dimensions

### Decision making

This role:

- Has autonomy to manage tasks and projects, participates within teams and manages individual priorities and performance
- Exercises discretion in the approach and content of information, advice and recommendations provided and consults with the Senior Project officer and Manager regarding issues or sensitivities

### Reporting line

Manager

### Direct reports

Nil

### Budget/Expenditure

Nil

### Key knowledge and experience

- Demonstrated experience or understanding in planning, natural resource management, or public administration in an assessment-based environment.

### Essential Requirements

- Compliance with pre-employment probity screening is mandatory and a condition of engagement.
- Evidence of the COVID-19 vaccination must be provided upon commencement of employment. This is a condition of engagement should you be successfully appointed to a position within the Department of Regional NSW (which includes Local Land Services and the Soil Conservation Service).

### 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
 <b>Personal Attributes</b>	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>	Intermediate
	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>• Keep up to date with relevant contemporary knowledge and practices</li> <li>• Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>• Show commitment to achieving challenging goals</li> <li>• Examine and reflect on own performance</li> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate and maintain a high level of personal motivation</li> </ul>	Adept
 <b>Relationships</b>	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> <li>• Focus on providing a positive customer experience</li> <li>• Support a customer-focused culture in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> <li>• Cooperate across work areas to improve outcomes for customers</li> </ul>	Intermediate
	<b>Work Collaboratively</b> Collaborate with others and value their contribution	<ul style="list-style-type: none"> <li>• Build a supportive and cooperative team environment</li> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes that were achieved by effective collaboration</li> <li>• Engage other teams and units to share information and jointly solve issues and problems</li> <li>• Support others in challenging situations</li> <li>• Use collaboration tools, including digital technologies, to work with others</li> </ul>	Intermediate





## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Results	<b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> <li>• Seek and apply specialist advice when required</li> <li>• Complete work tasks within set budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own work and that of the team or unit</li> <li>• Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals</li> <li>• Identify any barriers to achieving results and resolve these where possible</li> <li>• Proactively change or adjust plans when needed</li> </ul>	Intermediate
	<b>Demonstrate Accountability</b> Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> <li>• Be proactive in taking responsibility and being accountable for own actions</li> <li>• Understand delegations and act within authority levels</li> <li>• Identify and follow safe work practices, and be vigilant about own and others' application of these practices</li> <li>• Be aware of risks and act on or escalate risks, as appropriate</li> <li>• Use financial and other resources responsibly</li> </ul>	Intermediate
 Business Enablers	<b>Project Management</b> Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> <li>• Understand all components of the project management process, including the need to consider change management to realise business benefits</li> <li>• Prepare clear project proposals and accurate estimates of required costs and resources</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Identify and evaluate risks associated with the project and develop mitigation strategies</li> <li>• Identify and consult stakeholders to inform the project strategy</li> <li>• Communicate the project's objectives and its expected benefits</li> <li>• Monitor the completion of project milestones against goals and take necessary action</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>	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
 <b>Personal Attributes</b>	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 <b>Relationships</b>	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
 <b>Results</b>	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
 <b>Business Enablers</b>	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	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational