

# Role Description

## Senior Strategic Land Services Officer

Cluster	Department of Regional NSW
Agency	Local Land Services
Division/Branch/Unit	Regions
Location	Negotiable within Region
Classification/Grade/Band	Advisory and Technical Stream LLS Grade 6
Role Family	Projects & Programs
ANZSCO Code	234399
PCAT Code	1119192
Date of Approval	August 2018 (updated June 2020)
Agency Website	<a href="http://www.lls.nsw.gov.au">http://www.lls.nsw.gov.au</a>

### Agency overview

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

### Primary purpose of the role

Manages and implements a range of strategic LLS initiatives including partnerships with key stakeholder groups, monitors and evaluates key LLS projects and provides technical advice in relation to the development of strategic partnerships, projects and monitoring and evaluation advice in achieving outcomes as well as assisting with biosecurity projects and undertakes activities to prevent, prepare for, respond to and recover from emergencies.

### Key accountabilities

- Develop, manage and maintain effective working partnerships and networks with stakeholders that will achieve the objectives of the LLS
- Manage and implement strategic projects to achieve the objectives of the LLS, Government and industry groups and stakeholders
- Provide advice on and managing key monitoring and evaluation projects for the benefit of continuous improvement
- Provide timely, consistent and effective frontline client service to stakeholders and partners

- Collect and analyse data and information and provide appropriately balanced high level advice, reports, briefs and recommendations on strategic issues and monitor and evaluate projects
- Manage and undertake a range of strategic planning and project management activities for the effective and timely delivery of LLS outcomes
- Take steps to ensure client satisfaction when representing the LLS at community forums, meeting and workshops
- Increase the ability of strategic partner organisations to better manage natural resources and agricultural productivity

## Key challenges

- Managing key strategic projects with stakeholder groups and partner organisations and undertaking program and project strategic monitoring, evaluation and improvement projects
- Developing and managing key strategic partnerships to achieve LLS objectives and leading and planning educational and capacity building activities related to strategic projects and partnerships
- Interpreting and applying all relevant legislation and policy and providing technical and strategic advice to key stakeholders, partners and clients consistent with LLS objectives

## Key relationships

Who	Why
<b>Internal</b>	
Team Leader and Senior Management	<ul style="list-style-type: none"> <li>• Provide support in the management and implementation of strategic initiatives and projects impacting on the LLS</li> <li>• Deliver accurate and timely advice in relation to natural resource management and agricultural issues</li> </ul>
Other staff	<ul style="list-style-type: none"> <li>• Provide technical advice and expertise in the planning and management of LLS initiatives and projects</li> </ul>
<b>External</b>	
Rural landholders/community groups and organisations	<ul style="list-style-type: none"> <li>• Deliver advice and support in the implementation of projects and initiatives aligned with LLS outcomes</li> </ul>

## Role dimensions

### Decision making

Together with the supervisor they are responsible for making daily decisions in order to meet the requirements of the role.

### Reporting line

Team Leader

### Direct reports

Nil

### Budget/Expenditure

Nil

## Essential requirements

- Capacity or experience in legislation and policy interpretation relating to natural resource management, agriculture, biosecurity and emergency management
- A degree in agricultural, environmental, natural resource management, biosecurity and emergency management and/or equivalent knowledge and experience
- Current NSW Driver License and the ability and willingness to travel

## 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
<div> Personal Attributes</div>	<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
	<div> Relationships</div>	<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>• Take responsibility for delivering high-quality customer-focused services</li><li>• Design processes and policies based on the customer's point of view and needs</li><li>• Understand and measure what is important to customers</li><li>• Use data and information to monitor and improve customer service delivery</li><li>• Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers</li><li>• Maintain relationships with key customers in area of expertise</li><li>• Connect and collaborate with relevant customers within the community</li></ul>
	<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
	<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>• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes</li> <li>• Make sure staff understand expected goals and acknowledge staff success in achieving these</li> <li>• Identify resource needs and ensure goals are achieved within set budgets and deadlines</li> <li>• Use business data to evaluate outcomes and inform continuous improvement</li> <li>• Identify priorities that need to change and ensure the allocation of resources meets new business needs</li> <li>• Ensure that the financial implications of changed priorities are explicit and budgeted for</li> </ul>	Adept
	<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>• Assess work outcomes and identify and share learnings to inform future actions</li> <li>• Ensure that own actions and those of others are focused on achieving organisational outcomes</li> <li>• Exercise delegations responsibly</li> <li>• Understand and apply high standards of financial probity with public monies and other resources</li> <li>• Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety</li> <li>• Conduct and report on quality control audits</li> <li>• Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks</li> </ul>	Adept
	<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
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	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
 Results	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
 Business Enablers	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
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept