

# Role Description

## Senior Group Leader, Status



Planning,  
Industry &  
Environment

Cluster	Planning Industry and Environment
Agency	Department of Planning Industry and Environment
Division/Branch/Unit	Housing and Property/Crown Lands
Location	Newcastle
Classification/Grade/Band	Departmental Officer Grade 11
Role Family <i>(internal use only)</i>	
ANZSCO Code	234111
PCAT Code	1119192
Date of Approval	November 2019
Agency Website	<a href="http://www.dpie.nsw.gov.au">www.dpie.nsw.gov.au</a>

### Agency overview

The Planning, Industry and Environment Cluster was formed in 2019. The Cluster drives 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. There is a strong emphasis on regional NSW.

### Primary purpose of the role

The Senior Group Leader, Status leads and coordinates the technical and administrative activities of the team undertaking land status investigations relating to Crown lands to achieve government priorities in the management of Crown land. The Status team provides precise analysis and interpretation of current and historical land status, with a focus on Crown land and roads. The team also specialises in native title searching, providing historical tenure analysis to the Federal Court of Australia for native title determinations to be made.

### Key accountabilities

- Manage all activities associated with land status investigations and lodgment of Crown land dealings in order to meet operational targets, legislative and policy requirements, financial targets and customer expectations.
- Manage projects and coordinate the development and improvement in systems to facilitate land status investigations and lodgments of Crown land dealings, including preparing advice and developing opportunities to leverage technology to improve the delivery of services
- Achieve quality and reliable results through effective planning, relationships with key stakeholders, allocation of resources, monitoring and managing budget, timelines and assigning projects and tasks to members of the team to ensure the timely and quality delivery of business outcomes.

- Provide expert, balanced, authoritative and timely advice and recommendations on issues relating to land status investigations in line with established timeframes, policy objectives, guidelines and processes.
- Interpret and apply legislation, case law and policy pertaining to land status and native title and provide expert evidence in court to address related issues.
- Lead positive culture through effective engagement with staff to deliver quality results on time and within budget and meet operational requirements.
- Manage the performance of staff and mentor the development of officers in understanding crown land status and native title investigations and issues.

## Key challenges

- Undertaking a proactive approach in responding to complex native title issues in a timely and competent manner and effectively leading the team to achieve objectives by co-ordinating resources and priorities to meet program targets in a high work-load area.
- Maintaining a technical understanding and comprehensive knowledge of the relevant Acts, regulations and case law within the Group, including the historical relationship of land tenures and reservations in NSW.
- Providing competent, credible technical advice to legal counsel in relation to complex land status and administration investigations and appearing as an authority in the Federal and Land and Environment Courts on land tenure, administrative issues and practices.

## Key relationships

Who	Why
<b>Internal</b>	
Group Director, Customer and Business Services	<ul style="list-style-type: none"> <li>• Act as subject matter expert on policy frameworks, providing advice and recommendations to support organisational decisions and initiatives</li> <li>• Providing objective, evidence-based advice and analysis on Crown land status and native title issues and investigations and coordination of responses</li> <li>• Providing advice on issues management and responses</li> </ul>
DPIE – Crown Lands Staff	<ul style="list-style-type: none"> <li>• Provide appropriately balanced, authoritative and timely status reports and supporting evidence to current and historical land status enquiries</li> </ul>
Status Team	<ul style="list-style-type: none"> <li>• Provide day to day management of team to understand and address Crown land status and native title matters and deliver priorities</li> <li>• Develop capabilities of staff through oversight of work and regular performance conversations, including through the formal performance development framework</li> <li>• Ensure staff are aware of policies and procedures in relation to the keeping of records under the State Records Act.</li> </ul>
<b>External</b>	
Clients/Stakeholders	<ul style="list-style-type: none"> <li>• Establish and maintain effective working partnerships and facilitate the identification of opportunities and risks to land status and native title issues and investigations.</li> <li>• Provide advice on issues relating to land status investigations and</li> </ul>

## Role dimensions

### Decision making

This position has formal delegations under the Crown Lands Management Act 2016 and the Government Sector Finance Act

### Reporting line

Group Director, Customer and Business Services

### Direct reports

Principal Status Officers  
Status Services Officer

The team has 5 direct reports and the Status team has 17 temporary and permanent staff

### Budget/Expenditure

The position has responsibility for managing the budget for the Status team Profit Centre.

## Essential requirements

- Knowledge and understanding of legislation and case law relating to land status and native title and acts relevant to crown lands under New South Wales legislation.
- Tertiary qualifications in property, land administration, legal field and/or equivalent level of knowledge and experience.






## 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
 Personal Attributes	Display Resilience and Courage	Adept
	<b>Act with Integrity</b>	<b>Adept</b>
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	<b>Commit to Customer Service</b>	<b>Adept</b>
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Advanced
	<b>Plan and Prioritise</b>	<b>Adept</b>
	Think and Solve Problems	Adept
	<b>Demonstrate Accountability</b>	<b>Advanced</b>
 Business Enablers	Finance	Intermediate
	<b>Technology</b>	<b>Adept</b>
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>
 People Management	<b>Manage and Develop People</b>	<b>Advanced</b>
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	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
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>Set an example for others to follow and identify and explain ethical issues</li> <li>Ensure that others understand the legislation and policy framework within which they operate</li> <li>Act to prevent and report misconduct, illegal and</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Adept	<p>inappropriate behaviour</p> <ul style="list-style-type: none"> <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 a high level of personal motivation</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>Tailor communication to the audience</li> <li>Clearly explain complex concepts and arguments to individuals and groups</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Create opportunities for others to be heard</li> <li>Actively listen to others and clarify own understanding</li> <li>Write fluently in a range of styles and formats</li> </ul>
<b>Relationships</b> Commit to Customer Service	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering high quality customer-focused services</li> <li>Understand customer perspectives and ensure responsiveness to their needs</li> <li>Identify customer service needs and implement solutions</li> <li>Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>Maintain relationships with key customers in area of expertise</li> <li>Connect and collaborate with relevant stakeholders within the community</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work</li> <li>Initiate, prioritise, consult on and develop team/unit goals, strategies and plans</li> <li>Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses</li> <li>Ensure current work plans and activities support and are consistent with organisational change initiatives</li> <li>Evaluate achievements and adjust future plans accordingly</li> </ul>
<b>Results</b> Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> <li>Design and develop systems to establish and measure accountabilities</li> <li>Ensure accountabilities are exercised in line with government and business goals</li> <li>Exercise due diligence to ensure work health and safety risks are addressed</li> <li>Oversee quality assurance practices</li> <li>Model the highest standards of financial probity, demonstrating respect for public monies and other resources</li> <li>Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Business Enablers</b> Technology	Adept	<ul style="list-style-type: none"> <li>• Incorporate sound risk management principles and strategies into business planning</li> <li>• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks</li> <li>• Identify opportunities to use a broad range of communications technologies to deliver effective messages</li> <li>• Understand, act on and monitor compliance with information and communications security and use policies</li> <li>• Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business</li> <li>• Support compliance with the records, information and knowledge management requirements of the organisation</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>
<b>People Management</b> Manage and Develop People	Advanced	<ul style="list-style-type: none"> <li>• Refine roles and responsibilities over time to achieve better business outcomes</li> <li>• Recognise talent, develop team capability and undertake succession planning</li> <li>• Coach and mentor staff and encourage professional development and continuous learning</li> <li>• Provide timely, constructive and objective feedback to staff</li> <li>• Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way</li> <li>• Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives</li> </ul>