

Role Description

Environment Manager

Cluster	Transport for NSW
Agency	Safety Environment and Regulation
Division/Branch/Unit	Safety Environment and Regulation/ Environment & Sustainability branch
Location	North Sydney
Classification/Grade/Band	TSSM
Senior Executive Work Level Standards	Work Contribution Stream: Professional/Technical/Specialist
Role Number	Various
ANZSCO Code	139912
PCAT Code	2331192
Date of Approval	August 2020
Agency Website	http://www.transport.nsw.gov.au/

Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we're delivering a \$51.2bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of nine integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

Safety, Environment and Regulation

The Safety, Environment and Regulation (SER) division leads policy, strategy, standards, advice and support across safety, environment, sustainability, asset management and regulatory outcomes for customers, for community and for our people (including contractors).

SER provides 'centres of excellence' with a critical mass of expertise to support line accountability, facilitate consistency and provide assurance across the cluster. It also delivers a range of regulatory programs.

Primary purpose of the role

The Environment Manager is primarily responsible for leading a team to provide high quality, timely and pragmatic environmental solutions to assist in the development and delivery of the Western Harbour Tunnel and Beaches Link related projects. This includes environment leadership in planning and assessment, delivery of project approvals, environmental management techniques, legislative compliance and related reporting and governance responsibilities.

Key accountabilities

- As a senior Environment and Sustainability Branch member, actively contribute to the success of the Branch.
- Manage an environmental support team to undertake environmental assessment, approvals, compliance, inspections and reporting to ensure compliance with relevant NSW legislation, systems and process and to ensure the desired environmental outcomes are achieved
- Manage the provision of high level technical advice and review of environmental designs, reports, tender documents, internal documents and plans to enable the translation of environmental requirements into infrastructure development programs and projects
- Build strong collaborative relationships with internal and external stakeholders including regulatory agencies to effectively manage environmental standards
- Identify potential environmental risks and recommend appropriate risk management strategies and interventions to minimise environmental risk and strengthen environmental management
- Ensure project teams and staff are aware of, and work within regulatory and organisational policies, systems and procedures, and allocate environmental responsibilities to maintain the appropriate environmental delegation for projects and to support compliance
- Manage the review of environmental management plans, reports and other strategies relating to the programs of work and provide specialist technical input as required on environmental issues to support high level decision making
- Provide timely briefings to the branch, division and Executive to support high level decision making in relation to environmental management on major infrastructure projects
- Lead and manage the development of a professional, effective and efficient team by providing direction and opportunities for professional development to enable TfNSW to continue to deliver organisational outcomes

Key challenges

- Ensure effective environmental management of complex issues to achieve environment outcomes with minimal impact on communities
- Managing a team working in a diverse, fast paced environment with competing or conflicting agendas and multiple key stakeholders
- Influencing TfNSW staff and major contractors to deliver a consistently high standard of environmental planning and management outcomes across TfNSW activities utilizing organisational performance standards, systems and procedures
- Formulating high quality accurate advice and recommendations to TfNSW staff based on professional judgement and expertise
- Ensuring accuracy of information about often highly complex regulatory, legislative or technical matters

Key relationships

Who	Why
Internal	
Project development and delivery teams within relevant delivery Division	<ul style="list-style-type: none"> • Build and maintain constructive and collaborative relationships • Share and exchange information • Lead and motivate small teams to deliver effective solutions to improve environmental outcomes across a business
Relevant client divisions	<ul style="list-style-type: none"> • Work with internal stakeholders and balance the needs of those stakeholders against environmental outcomes and compliance requirements.
External	
NSW Government agencies and departments	<ul style="list-style-type: none"> • Working effectively with agencies and representing TfNSW as a source of effective, innovative and best practice to deliver on Government goals.
Industry partners and representatives	<ul style="list-style-type: none"> • Build and maintain effective relationship and keep abreast of latest trends in the discipline
Community representatives and other stakeholder groups	<ul style="list-style-type: none"> • Working with external stakeholders and balance the needs of those stakeholders against environmental outcomes and compliance requirements. • Address technical issues with a non-technical audience.

Role dimensions

Decision making

This role:

- Is fully accountable for the environmental management of the Western Harbour and Beaches Link related projects and provision of accurate high level technical advice, reporting and incident management

Reporting line

The Environment Manager will be accountable to Director Environment Motorways and the relevant Project Director to ensure unified outcomes are delivered across TfNSW. There is a direct reporting line to the Director Environment Motorways and an expectation delivery will be consistent with TfNSW policy and practice.

Direct reports

This role will have two direct reports.

Budget/Expenditure

TBC

Essential requirements

1. Tertiary qualifications in an environmental, natural resource, planning, environmental engineering or similar discipline, or equivalent experience
2. High level experience and specialist knowledge and understanding of the legislation, policy, processes and practices involved in planning, environmental impact assessment and approvals, environmental management and sustainability for delivering major infrastructure projects






- Experience working within or a firm understanding of, a matrix management structure where support services are embedded within program office delivery teams

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

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	Advanced
	Act with Integrity	Advanced
	Manage Self	Advanced
	Value Diversity	Advanced
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Advanced
	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Demonstrate Accountability	Advanced
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Adept
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept
	Manage Reform and Change	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.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> • Act as a professional role model for colleagues, set high personal goals and take pride in their achievement • Actively seek, reflect and act on feedback on own performance • Translate negative feedback into an opportunity to improve • Maintain a high level of personal motivation • Take the initiative and act in a decisive way
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> • Present with credibility, engage varied audiences and test levels of understanding • 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 Commit to Customer Service	Advanced	<ul style="list-style-type: none"> • Promote a culture of quality customer service in the organisation • Initiate and develop partnerships with customers to define and evaluate service performance outcomes • Promote and manage alliances within the organisation and across the public, private and community sectors • Liaise with senior stakeholders on key issues and provide expert and influential advice • Identify and incorporate the interests and needs of customers in business process design • Ensure that the organisation's systems, processes, policies and programs respond to customer needs
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Build a culture of respect and understanding across the organisation • Recognise outcomes which resulted from effective collaboration between teams • Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government • Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Results Deliver Results	Advanced	<ul style="list-style-type: none"> • Drive a culture of achievement and acknowledge input of others • Investigate and create opportunities to enhance the achievement of organisational objectives • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control output of business unit to ensure government outcomes are achieved within budget • Progress organisational priorities and ensure effective acquisition and use of resources • Seek and apply the expertise of key individuals to achieve organisational outcomes

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> • Design and develop systems to establish and measure accountabilities • Ensure accountabilities are exercised in line with government and business goals • Exercise due diligence to ensure work health and safety risks are addressed • Oversee quality assurance practices • Model the highest standards of financial probity, demonstrating respect for public monies and other resources • Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks • Incorporate sound risk management principles and strategies into business planning
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • 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
People Management Manage and Develop People	Adept	<ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks