

# Role Description

## Field Officer



Planning,  
Industry &  
Environment

Cluster	Planning, Industry and Environment
Agency	Environment, Energy & Science
Division/Branch/Unit	National Parks and Wildlife Service / Park Operations
Location	Various
Classification/Grade/Band	Field Officer Grade 1-2
ANZSCO Code	899999
Role Number	Generic
PCAT Code	1119192
Date of Approval	November 2017
Agency Website	<a href="http://www.nationalparks.nsw.gov.au">www.nationalparks.nsw.gov.au</a> & <a href="http://www.dpie.nsw.gov.au">www.dpie.nsw.gov.au</a>

### Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

### National Parks & Wildlife Service overview

National Parks & Wildlife Service (NPWS) manages more than 870 national parks and reserves, covering over 7 million hectares or 9% of the landmass of NSW. We conserve and celebrate our biodiversity and cultural heritage and provide wonderful natural visitor experiences for the whole community to enjoy. We carry out plant and animal conservation, sustainable tourism and visitation, research, education, volunteering programs, and fire and asset management. We work together with Aboriginal communities to manage and protect our parks on behalf of the people of NSW.

### Primary purpose of the role

Assists with construction, maintenance and improvements to park assets within NPWS parks and reserves, and the maintenance of heritage buildings and structures. Undertakes pest, weed and fire management activities, including those in remote areas. Operates and maintains plant and equipment. Responds to visitor enquiries and may assist with compliance activities. Contributes to ensuring Environment, Energy & Science obligations and aims are met through the enhancement and preservation of the natural and cultural heritage values of parks. Assists in the completion of works programs to ensure that the public has access to appropriately maintained and safe recreational facilities.

### Key accountabilities

- Undertakes diverse tasks relating to the maintenance and improvement of park assets including, but not limited to visitor facilities, buildings, roads, fire trails, camping areas, accommodation facilities, parking areas, historic sites, and recreational infrastructure and fencing.

- Undertakes pest and weed programs to protect park values and avoid potential impacts on park neighbours, involving the use of pesticides, chemicals and firearms subject to training and certifications Firearms duties will be conducted primarily in activities associated with the humane disposal of trapped pest animals or injured wildlife by officers chosen by NPWS with suitable aptitudes for these duties.
- Assists with the construction and installation of new park assets including walking, mountain bike and horse riding tracks, roads, management trails and visitor facilities in accordance with relevant competencies and plans, specifications and guidelines.
- Conducts routine maintenance and servicing of parks and visitor facilities including rubbish removal, cleaning, hygienic duties, site preparation for events and traffic control.
- Participates in wildfire response to the level of crew member to protect public safety, property and park values, subject to training and certifications. May be required to participate in incident responses.
- Assists with rehabilitation, restoration and threatened species and fire management programs to conserve and maintain park values and assets and undertakes associated administrative activities and contributes to the collection and compilation of data that supports their role.
- Participates in visitor safety activities including search and rescue and events subject to training and certification.
- Operates and maintains potentially hazardous plant and equipment including such things as hand tools, powered tools, spray units, water pumps, chainsaws, all-terrain vehicles, four wheel drives and minor plant.

## Key challenges

- Ensuring all work is undertaken with a commitment to the agency's statutory obligations to care and maintain visitor facilities, park assets and the natural and cultural heritage values of parks.
- All duties, including manual handling, are performed in accordance with the agency's safe working procedures and the Workplace Health and Safety Act.
- Working alone or with a low level of supervision in certain circumstances and exercising initiative when working in remote locations, within agreed work programs.

## Key relationships

Who	Why
<b>Internal</b>	
Supervisor	<ul style="list-style-type: none"> <li>• Receive broad guidance, provide input/information to the supervisor to assist in the determination of work priorities.</li> </ul>
Other field staff	<ul style="list-style-type: none"> <li>• May be required to operate as part of a team with field staff including those from other operational areas. Provide advice to field staff of less experience.</li> </ul>
Other internal staff	<ul style="list-style-type: none"> <li>• Primarily with other staff within the Region/Area on matters such as work programs and priority setting. Often required to provide practical advice to other staff on a range of park use issues.</li> </ul>
Contractors	<ul style="list-style-type: none"> <li>• Works with contractors on specific projects and activities, to appropriate level of skills, knowledge and grade.</li> </ul>
<b>External</b>	
Park Visitors / General Public	<ul style="list-style-type: none"> <li>• Needs to be well informed about the resources of the park and be able to communicate this to the public. Liaise with neighbouring properties and with providers of goods and services, to facilitate a better working relationship. Sensitivity to local cultural issues is especially required when communicating with Aboriginal</li> </ul>

Who	Why
	communities. Provide information and advice to park visitors in respect to natural and cultural heritage, park facilities, park usage and related issues to facilitate customer relations.
Other Government Departments	<ul style="list-style-type: none"> <li>Liaise with officers of other government departments such as the Roads and Maritime Service, NSW Police, Rural Fire Service, Local Land Services and local councils as appropriate.</li> </ul>

## Role dimensions

### Decision making

The role is expected to exercise limited delegated authority for compliance to appropriate level of knowledge, skills and experience as necessary to ensure appropriate use of Agency facilities and the protection of natural and cultural resources. The role also makes decisions on a day to day basis regarding the utilisation of equipment to suit work needs.

### Reporting line

Supervision of ordinary duties will be administered in the line of Senior Field Supervisor / Field Supervisor / Senior Field Officer.

### Direct reports

Nil, may advise field staff, contractors and volunteers in the delivery of specific projects or operations, under supervisor's direction.

### Budget/Expenditure

Nil.

## Essential requirements

- Current Drivers licence and ability to obtain 4wd certification. Applicants must obtain MR licence and ability to operate 4wd vehicles up to 4.5 tonnes/15 tonne GVM within the probationary period (up to 12 months).
- Demonstrated ability and experience to carry out all duties safely and ability to obtain relevant SafeWork NSW certification to appropriately operate and maintain a range of plant and equipment, including but not limited to conditionally registered vehicles, watercraft, lifting apparatus and minor road maintenance plant as well as the ability and willingness to obtain a First Aid certificate.
- Certification, or ability to obtain certification within the probationary period (up to 12 months), in operating a chainsaw to crosscut or basic tree felling standard; ability to operate two-way radio.
- Ability to carry out frontline firefighting duties and support roles including, ability to obtain and maintain certification as crew member within the probationary period (up to 12 months), and a willingness to fly in light aircraft.

This is a physically demanding role, requiring heavy muscular activity, lifting, carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles. Field Officer applicants must meet the requirements of a firefighting medical which is inclusive of a clearance to undertake frontline firefighting roles. The applicant must pass the task based fitness assessment to a moderate level within the probationary period (up to 12 months) and annually thereafter.

A Working With Children Check is not required for this role.

## 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
 Personal Attributes	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth, and develop and apply new skills Seek feedback from colleagues and stakeholders Stay motivated when tasks become difficult	Intermediate
	 Relationships	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	Foundational
	<b>Work Collaboratively</b> Collaborate with others and value their contribution	Build a supportive and cooperative team environment Share information and learning across teams Acknowledge outcomes that were achieved by effective collaboration Engage other teams and units to share information and jointly solve issues and problems Support others in challenging situations Use collaboration tools, including digital technologies, to work with others	Intermediate

 Results	<b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions	Identify the facts and type of data needed to understand a problem or explore an opportunity Research and analyse information to make recommendations based on relevant evidence Identify issues that may hinder the completion of tasks and find appropriate solutions Be willing to seek input from others and share own ideas to achieve best outcomes Generate ideas and identify ways to improve systems and processes to meet user needs	Intermediate
	<b>Technology</b> Understand and use available technologies to maximise efficiencies and effectiveness	Display familiarity and confidence when applying technology used in role Comply with records, communication and document control policies Comply with policies on the acceptable use of technology, including cyber security	Foundational

## 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	Foundational
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Foundational
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational



Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
Project Management	Understand and apply effective planning, coordination and control methods	Foundational