

Role Description

Natural Resource Management Project Officer



Planning,
Industry &
Environment

Primary Cluster	Planning, Industry & Environment
Agency	Department of Department of Planning, Industry & Environment
Division/Branch/Unit	Housing & Property/Crown Lands/ Regional
Location	Various
Classification/Grade/Band	Departmental Officer Grade 7/8
Role Family <i>internal use only</i>	Bespoke/ Science and Engineering/ Deliver
ANZSCO Code	234312
PCAT Code	1119192
Date of Approval	21 April 2016 (updated June 2019 and August 2020)
Agency Website	www.dpie.nsw.gov.au

About the Department of Planning, Industry and Environment

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.

The Housing and Property Group within Department of Planning, Industry and Environment (DPIE) oversees the management of state government assets, including the management of Crown land, the NSW Government's social housing portfolio and oversight of strategic use and disposal of government owned land. The Group also includes the Aboriginal Housing Office, the Valuer General and the Land and Housing Corporation.

The Group leverages public and private sector expertise to improve place-based outcomes, providing greater access and choice of housing through initiatives such as an end-to-end housing strategy, and improving outcomes for Aboriginal communities to maximise community benefit from government owned land and property.

Primary purpose of the role

Undertake property and field inspections, stakeholder management, procurement, project management and technical assessments, to provide advice on environmental, planning, natural resource and land management issues to support the achievement of government priorities in the management of Crown land.

Key accountabilities

- Undertake environmental assessments, studies and complex and routine land management and planning activities for effective and timely delivery of Crown land outcomes.
- Provide environmental management advice to clients regarding the management of land, property issues and outcomes of assessments undertaken.
- Draft and present reports based on sound scientific and appropriate land use principles to clients and relevant stakeholders.
- Liaise with stakeholders to ensure awareness of objectives in the negotiation of Crown land issues and coordinate and manage land use planning projects.
- Coordinate hazard reduction activities to mitigate the Department's public liability risk.
- Provide technical guidance and information to staff throughout the organisation to raise awareness of environmental planning and natural resource management issues with regard to the management of client properties and land management.
- Ensure accurate and timely data entry in to recording systems, ensuring relevant outcomes are appropriately recorded and all necessary steps in a process are completed.

Key challenges

- Providing appropriately balanced and timely advice, recommendations and briefings on complex and routine environmental, planning and land management issues.
- Interpreting and applying environmental and planning legislation, policies and procedures in complex situations.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Deliver recommendations and advice in relation to environmental assessments, studies and complex and routine land management and planning activities.
Team Members	<ul style="list-style-type: none"> • Provide guidance, advice and support in understanding Crown land and environmental issues. • Provide technical information in the form of reports and advice.
Other DoI Crown Lands Staff	<ul style="list-style-type: none"> • Provide advice and support in understanding Crown land and environmental issues. • Provide technical information in the form of reports and advice.
External	
Government Departments/Landholders	<ul style="list-style-type: none"> • Provide timely and accurate advice in the coordination of property management projects and dealing with complex Crown land issues.

Role dimensions

Decision making

- The role is required to exercise judgement and discretion in organising and planning their own workload.

- Communicates directly with internal and external stakeholders and government agencies and makes independent decisions that are consistent with current legislation, policy and guidelines.
- Decisions and comments on sensitive, complex or contentious issues are referred to the manager for advice or to confirm a particular approach.

Reporting line

Group Leader, Natural Resources and Property Services

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Tertiary qualifications in environmental science, natural resources, planning or other relevant field and/or equivalent level of knowledge and experience in the industry.
- Current driver's licence 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
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest 	Intermediate



Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

- Tailor communication to diverse audiences
- Clearly explain complex concepts and arguments to individuals and groups
- Create opportunities for others to be heard, listen attentively and encourage them to express their views
- Share information across teams and units to enable informed decision making
- Write fluently in plain English and in a range of styles and formats
- Use contemporary communication channels to share information, engage and interact with diverse audiences

Adept

Commit to Customer Service

Provide customer-focused services in line with public sector and organisational objectives

- Focus on providing a positive customer experience
- Support a customer-focused culture in the organisation
- Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers
- Identify and respond quickly to customer needs
- Consider customer service requirements and develop solutions to meet needs
- Resolve complex customer issues and needs
- Cooperate across work areas to improve outcomes for customers

Intermediate



Think and Solve Problems

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

Demonstrate Accountability

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- Be proactive in taking responsibility and being accountable for own actions
- Understand delegations and act within authority levels
- Identify and follow safe work practices, and be vigilant about own and others' application of these practices
- Be aware of risks and act on or escalate risks, as appropriate
- Use financial and other resources responsibly

Intermediate



Project Management

Understand and apply effective planning, coordination and control methods

- Perform basic research and analysis to inform and support the achievement of project deliverables
- Contribute to developing project documentation and resource estimates
- Contribute to reviews of progress, outcomes and future improvements
- Identify and escalate possible variances from project plans

Intermediate

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	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
 Business Enablers	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	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational