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| **Cluster** | Planning, Industry and Environment |
| **Agency** | Environment, Energy and Science |
| **Division/Branch/Unit** | National Parks and Wildlife Service |
| **Classification/Grade/Band** | Ranger Grade 1/2 |
| **ANZSCO Code** | 234314 |
| **Role Number** | Generic |
| **PCAT Code** | 1119192 |
| **Date of Approval** | May 2014 |

# Agency overview

The Planning, Industry and Environment Cluster brings together the functions from the former Planning & Environment and Industry Clusters.

The new Cluster will drive for 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. In particular, there will be a redoubling of emphasis on regional NSW.

# Primary purpose of the role

Provides effective management of natural, historic and Aboriginal heritage by undertaking, coordinating and supervising projects, environmental assessments, visitor and stakeholder liaison, and field based activities including bushfire management and law enforcement.

Contributes to ensuring Environment, Energy & Science (ESS) obligations and aims are met through the conservation of the natural and cultural heritage values of parks.

# Key accountabilities

* Assists in the management of agency estate through planning and implementing improvements and maintenance to facilities and provision of visitor recreational opportunities and by project managing: interagency initiatives, ecological restoration, threatened species recovery actions, wildlife management, weed control and feral animal control to protect and conserve the natural and cultural heritage.
* Implements agency policies and procedures and statutory requirements and responsibilities in regard to park use, fire management and wildlife licensing.
* Implements fire management programs and participates in wildfire response to protect public safety, property and park values, subject to training and certifications.
* Reviews and contributes to the development of plans of management and other environmental plans, undertakes environmental assessments and natural resource surveys and inventories and cultural and Aboriginal site management.
* Participates in visitor safety management and activities including search and rescue and event management and in incident management teams formed in response to wildfire and other emergency situations impacting park visitors and neighbours, wildlife or park values subject to training and certification.
* Implements law enforcement activities and programs within delegation and subject to training and certification.
* Contributes to the compilation of data for corporate datasets and interprets and applies spatial data to support planning and operations.
* May be required to operate a variety of equipment and vehicles in accordance with the Agency’s safe working procedures and the Work Health and Safety Act.

# Key challenges

* Ability to deal with disparate community views and to effectively work with a diverse range of stakeholders and ensure plans and recommendations address Aboriginal Community concerns in terms of the Agency fulfilling its role in protecting and maintaining their heritage.
* Required to keep updated on internal and external natural, cultural and historic heritage conservation issues, policies and approaches
* Is empowered under the National Parks and Wildlife Act to make decisions regarding field management issues and wildlife and plant licensing. Advice may be sought from other staff if law enforcement matters are unusual or have wider implications.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Supervisor | * Discuss issues, keep informed, advise and receive instructions. |
| Other internal staff | * Correctly and sensitively apply policies, practices and procedures and educate internal stakeholders accordingly. * Seek advice from other staff if law enforcement matters are unusual or have wider implications. * Work with staff in other ESS sections to deliver corporate priorities. * Coordinate staff to achieve project delivery and outcomes. |
| Contractors/volunteers | * Supervise volunteers or contractors / consultants on projects. |
| **External** |  |
| Community and key stakeholders | * Provides an important community relations and education role, supporting and supervising volunteers, promoting awareness and understanding of all aspects of conservation through media press releases, liaison with park users, neighbours and other stakeholders. * Liaise with local Aboriginal communities on the protection and interpretation of Aboriginal sites and to seek their involvement in the decision-making. * Communicate with park visitors, park neighbours and community groups to provide information and advice regarding park use, Agency policies and procedures, and natural and cultural heritage resource matters. * Exercise delegated authority for law enforcement. * Participate in meetings at Department, inter-departmental and special interest group levels. * Promote awareness, understanding and appreciation of natural and cultural heritage conservation and the Agency’s role through liaison with the community and key stakeholders. |
| Approval or consent proponents | * Liaise with organisations and individuals seeking approval to conduct an activity under the NPWS Act to ensure appropriate consideration of permissibility, safety and protection of Park values. * Appropriately respond to problem wildlife issues within Agency policies. |
| Other Government agencies / departments | * Liaise with other government departments such as the Roads and Maritime Services, NSW Police, Rural Fire Service, Local Land Services and Local Councils and contractors on joint projects or when they are undertaking works in the area. |

# Role dimensions

The Ranger needs to be a versatile professional officer that can work in teams and can deliver agency programs with minimal supervision. Operates with day-to-day independence, within the constraints of deadlines and emergency incidents and with the guidance of Corporate, Divisional, Regional and Area strategies and work programs.

The role involves a diverse range of work which contributes to the achievement of the purpose of the position and covers all levels and grades. The position is expected to progress through grade 1 (levels 1-6) and grade 2 on a competency basis. It is expected that work will be performed as required according to the skills and knowledge and grading of the incumbent. Work will be also performed as part of the gaining of specific competencies for a higher grade and to demonstrate maintenance of competencies from a lower grade. This does not preclude work being performed which involves a higher level of skills and knowledge than the grading of the incumbent for the purpose of upgrade.

## Decision making

* Exercise delegated authority for law enforcement to appropriate level of knowledge, skills & experience as necessary to ensure appropriate use of Agency facilities & the protection of natural, historic and cultural resources.
* Make daily decisions regarding appropriate responses and competing priorities.
* Use judgement in deciding on issues that require escalation.

## Reporting line

The role reports to the Team Leader Rangers.

## Direct reports

Nil. However, may be required to supervise staff, volunteers or contractors/ consultants on projects.

## Budget/Expenditure

Nil.

# Essential requirements

* A degree or equivalent relevant to the field operations of the Agency.
* The role is physically demanding and the requirements of a specific medical will need to be met (includes a task based physical assessment), with a clearance to undertake the firefighting task based fitness test which must be met to at least a moderate level.
* Current Driver’s Licence and ability to operate four-wheel-drive vehicles.
* Required to obtain certification at the appropriate level prior to undertaking firefighting/incident control duties.
* Willingness to fly in light aircraft and preparedness and ability to be involved in incident management duties including firefighting.

# 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](file:///C:\Users\ritchir\Desktop\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** |
|  | Display Resilience and Courage | Intermediate |
| **Act with Integrity** | **Intermediate** |
| Manage Self | Adept |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Adept** |
| Commit to Customer Service | Intermediate |
| Work Collaboratively | Adept |
| **Influence and Negotiate** | **Intermediate** |
|  | Deliver Results | Adept |
| Plan and Prioritise | Intermediate |
| **Think and Solve Problems** | **Intermediate** |
| **Demonstrate Accountability** | **Intermediate** |
|  | Finance | Intermediate |
| Technology | Intermediate |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **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**  Act with Integrity | Intermediate | Represent the organisation in an honest, ethical and professional way  Support a culture of integrity and professionalism  Understand and follow legislation, rules, policies, guidelines and codes of conduct  Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct  Recognise and report misconduct, illegal or inappropriate behaviour  Report and manage apparent conflicts of interest |
| **Relationships**  Communicate Effectively | Adept | Tailor communication to the audience  Clearly explain complex concepts and arguments to individuals and groups  Monitor own and others' non-verbal cues and adapt where necessary  Create opportunities for others to be heard  Actively listen to others and clarify own understanding  Write fluently in a range of styles and formats |
| **Relationships**  Influence and Negotiate | Intermediate | Utilise facts, knowledge and experience to support recommendations  Work towards positive and mutually satisfactory outcomes  Identify and resolve issues in discussion with other staff and stakeholders  Identify others’ concerns and expectations  Respond constructively to conflict and disagreements  Keep discussion focused on the key issues |
| **Results**  Think and Solve Problems | Intermediate | Research and analyse information and make recommendations based on relevant evidence  Identify issues that may hinder completion of tasks and find appropriate solutions  Be willing to seek out input from others and share own ideas to achieve best outcomes  Identify ways to improve systems or processes which are used by the team/unit |
| **Results**  Demonstrate Accountability | Intermediate | Take responsibility and be accountable for own actions  Understand delegations and act within authority levels  Identify and follow safe work practices, and be vigilant about their application by self and others  Be alert to risks that might impact the completion of an activity and escalate these when identified  Use financial and other resources responsibly |
| **Business Enablers**  Project Management | Adept | 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 |