

Role Description

Field Environmental Officer 1-2

Cluster	Department of Regional NSW
Agency	Local Land Services
Division/Branch/Unit	Soil Conservation Service
Classification/Grade/Band	Departmental Officer 1-2
Role Family	Adapted/Trade & Labour, Facilities Management/Support
ANZSCO Code	531111
PCAT Code	1119192
Date of Approval	September 2019 (updated June 2020)
Agency Website	http://www.lls.nsw.gov.au

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has responsibility for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

Local Land Services (LLS) is an Executive Agency related to the cluster. It provides quality, customer-focused services to landholders and the community across New South Wales. This regionally-based organisation brings together a wide range of service and advisory functions including agriculture, biosecurity, natural resource management, land management, biodiversity, emergency services, private native forestry and the Soil Conservation Service.

Primary purpose of the role

The Field Environmental Officer undertakes a combination of structured training and work activities to gain experience in project management and working within civil works and environmental construction site teams. The role learns the work methods of their team and may be trained to use machinery ranging from hand tools to heavy plant to work on a range of environmental and civil construction projects.

Key accountabilities

- Undertake project management training activities and assists the project lead by undertaking project coordination, scheduling and other project management tasks to ensure projects are completed within required timeframes, budget and to specifications.
- With guidance from senior team members and supervisors, undertake a broad range of work site activities to learn and contribute to the construction of soil and water conservation earthworks, civil works and asset maintenance programs.
- Participate in on the job training and lessons learnt activities undertaken throughout the placement, using project and work site knowledge gained to build upon existing educational and training outcomes.

- Provide customer service information to internal and external stakeholders referring, under guidance, more complex matters to senior team members.
- Undertake a range of basic computer and office tasks including data collection and entry into business systems, log sheets, time sheets, and email to support project outcomes.
- Comply with all quality, safety and environmental requirements of the work site as outlined within the Department of Regional NSW safety policies and guidelines.

Key challenges

- Learning to plan and carry out on ground works and construction project management, ensuring construction standards are maintained, and notifying the supervisor when issues arise.
- Comply with WHS policies and procedures for the worksite, minimising risk of injury given the role has a moderate to high level of physical demand, for example intermittent heavy muscular work, manual handling of heavy loads and walking over various types of terrain

Key relationships

Who	Why
Internal	
Team Supervisor	<ul style="list-style-type: none"> • Seeks advice and learning outcomes regarding environmental and civil construction projects and work methods
Office staff	<ul style="list-style-type: none"> • Seek information and guidance regarding soil and water conservation earthworks, civil works and asset maintenance programs
External	
Customers	<ul style="list-style-type: none"> • Seek and provide information regarding works programs

Role dimensions

Decision making

In consultation with the Supervisor and team, prioritises and manages multiple tasks and demands including matters with critical turnaround times

Reporting line

Supervisor

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Willingness to learn civil and environmental works project management principles and the operation of earth moving and associated machinery.
- Willingness to learn/obtain competencies required to complete civil and environmental works safely – for example first aid training, Agricultural chemical handling or 4WD training.
- Current Manual Class C drivers licence and willingness to travel and work away from base location

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.


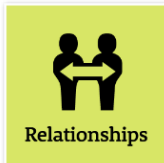
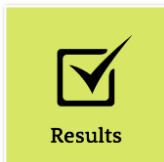

FOCUS CAPABILITIES

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"> Behave in an honest, ethical and professional way Build understanding of ethical behaviour Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation Speak out against misconduct and illegal and inappropriate behaviour Report apparent conflicts of interest 	Foundational
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> 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	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> Recognise the importance of customer service and understanding customer needs Help customers understand the services that are available Take responsibility for delivering services that meet customer requirements Keep customers informed of progress and seek feedback to ensure their needs are met Show respect, courtesy and fairness when interacting with customers Recognise that customer service involves both external and internal customers 	Foundational
 Results	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> Take responsibility for own actions Be aware of delegations and act within authority levels Be aware of team goals and their impact on work tasks Follow safe work practices and take reasonable care of own and others' health and safety Escalate issues when these are identified Follow government and organisational record-keeping requirements 	Foundational
 Business Enablers	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> 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
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Foundational
	Work Collaboratively	Collaborate with others and value their contribution	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
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
 Business Enablers	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