Role Description
Environment Officer

Cluster	Transport for NSW
Agency	Roads and Maritime Services
Division/ Branch/ Unit	Business Services/Environment
Location	Various
Classification/ Grade/ Band	USS9
Role Number	Various
ANZSCO Code	234311
PCAT Code	1148392
Date of Approval	Jan-19
Agency Website	http://www.rms.nsw.gov.au/

Agency overview

Roads & Maritime Services (RMS) was formed on 1 November 2011 with key accountabilities:

- Delivery of new roads and maritime infrastructure to optimise safety and effective & efficient use
- Effective & efficient traffic management and use of the road and maritime network
- Execution of road and maritime safety policies and regulations
- Maintenance of the road and maritime infrastructure to optimise safety, traffic management and asset life

RMS is part of a new integrated transport authority led by Transport for NSW (TfNSW) that aims to create a better transport system, one that is fundamentally designed around the needs and expectations of customers, communities and the economy.

The other delivery focused Transport Agencies include Sydney Trains, NSW Trains and the State Transit Authority. The Private Transport Operators include Private Ferry operators and Private Bus operators.

Primary purpose of the role

Provide expert advice and assistance to staff and RMS contractors on a range of environmental planning, environmental management, assessment and compliance requirements for RMS activities to achieve required Government environmental outcomes and meet the expectations of the community of New South Wales.

Key accountabilities

- Promote the consistent application of environmental legislation, government and RMS environmental policy and procedures to support the delivery of a full range of RMS activities including various infrastructure development programs.

- Provide advice and assist in the development and implementation of practical and effective environmental strategies, guidelines, policies and procedures to support the management and resolution of environmental matters.
- Provide advice to project development and delivery staff on environmental responsibilities and where necessary identify training needs, contribute to the development of environmental programs and deliver environmental education to assist compliance with legislative requirements.
- Undertake site inspections and environmental audits in accordance with RMS policies and procedures to promote continuous improvement in environmental performance and compliance with regulatory, contractual and system requirements.
- Evaluate the performance of projects by coordinating the collection and analysis of data and reporting to assist and support project managers, staff and contract organisations improve environmental performance.
- Undertake research, develop specialist reports and work in collaboration with state Government agencies and relevant technical associations to contribute to the development of industry wide standards.
- Influence, lead and or participate in multidisciplinary project teams (including external contractors) in the early identification and management of environmental risks and issues to facilitate the achievement of environmental best practice and risk minimisation across RMS.
- Review and prepare comprehensive environmental assessment documentation to support the assessment of environmental impacts.

Key challenges

- Making sound decisions and understanding when to escalate issues and seek specialist advice in a high pressure deadline driven environment.
- Understanding and balancing environmental obligations with the needs and expectations of various stakeholders and communities.
- Influencing the implementation of best practice environmental standards and practices to gain effective outcomes.

Key relationships

Relationships with both internal (within the department/agency) and external (outside the department/agency) stakeholders should be included where relevant. All roles require interaction with internal stakeholders, however some roles may not interact with external stakeholders.

Who	Why
Internal	
Relevant Divisional Teams	• Providing advice and assistance regarding environmental obligations and requirements to a range of stakeholders who may at times have conflicting requirements. • Enabling high standards of environmental management outcomes through the provision of timely and accurate specialist advice to project staff, project managers and contract organisations.
Reporting Manager	• Key relationship manager to ensure collaboration across different facets in Transport and RMS to deliver quality unified outcomes
Director Environment	• Strategy and reporting for Environment within the Program • Environment issue escalation and resolution

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Who	Why
Environment Branch specialists,	• To maximise use of specialist technical advice and resources to minimise risk and efficiently deliver programs
Environment Team	• Critical to successful delivery of environmental management support
External	
NSW Government Agencies and Departments	• Build effective relationships and share information
Industry partners and representatives	• Keep abreast of latest trends in the environmental discipline
Contracting and consulting organisations	• Advice and Monitor contracts
Community representatives and other stakeholder groups	• Understanding and balancing environmental obligations with the needs and expectations of various stakeholders and communities.

Role dimensions

Decision making

In consultation with Manager

Reporting line

Environment Manager

Direct reports

Nil

Budget/Expenditure

TBC

Essential requirements

- Relevant tertiary qualification in environmental science, environmental planning, environmental management or related discipline.
- Demonstrated knowledge and understanding of the NSW and federal environmental regulatory framework.
- Demonstrated ability to work with multi-disciplinary project teams to deliver high quality environmental assessment documentation and provide practical guidance to identify and manage risks to improve the environmental performance of projects.

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**	**Adept**
	Act with Integrity	Intermediate
	Manage Self	**Adept**
	Value Diversity	Adept
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	**Adept**
Results	**Deliver Results**	**Adept**
	Plan and Prioritise	Adept
	Think and Solve Problems	**Adept**
	Demonstrate Accountability	Intermediate
Business Enablers	Finance	Intermediate
	Technology	Adept
	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 Display Resilience and Courage	Adept	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback/advice

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively • Raise and work through challenging issues and seek alternatives • Keep control of own emotions and stay calm under pressure and in challenging situations
Personal Attributes Manage Self	Adept	• Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
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	Adept	• Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict
Results Deliver Results	Adept	• Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes

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NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Results Think and Solve Problems	Adept	• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
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

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