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| --- | --- |
| **Cluster** | Planning, Industry and Environment |
| **Agency** | Environment, Energy and Science  |
| **Division/Branch/Unit** | Science Division/Climate & Atmospheric Science Branch |
| **Location** | Various |
| **Classification/Grade/Band** | Environment Officer Class 11 |
| **Role Number** | Generic |
| **ANZSCO Code** | 234313 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | 15 March 2016 |
| **Agency Website** | [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)  |

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.

The Environment, Energy and Science (EES) Group is part of the Department of Planning, Industry and Environment and aims to support a thriving, sustainable and resilient NSW. For more information go to [www.environment.nsw.gov.au.](http://www.environment.nsw.gov.au/)

Primary purpose of the role

Design & drive delivery of discrete climate and atmospheric science programs to EES internal and external customers in line with the priorities articulated in the Knowledge Strategy.

# Key accountabilities

* Influence the strategic direction of climate and atmospheric science priorities and knowledge themes.
* Develop, lead and deliver high quality, cost-effective discrete climate and atmospheric science projects that meet organisational objectives and appropriate standards of scientific rigour.
* Develop and maintain a range of collaborative networks across EES/EPA, universities, government agencies and other research providers to support and advance the delivery of science programs and to keep up to date with the latest science.
* Provide expert scientific advice and support to the Science Division on the development, implementation, management and reporting of scientific projects, ensuring that technical and scientific considerations are properly considered by the Division.
* Deliver continuous improvement in science communication including developing and managing communication plans and preparing and delivering documents and presentations that explain complex processes associated with projects managed, clearly and are suitable for a wide range of technical and non-technical audiences.
* Promote and manage the development of project management methodologies and processes that improve productivity, encourage innovation, develop teamwork and enhance the delivery of science across the EES.
* Manage project implementation, including preparing project plans, identifying and coordinating resources, developing and managing budgets, and negotiating reporting requirements.
* Contribute to the delivery of cultural and organisational change, including working with senior managers and staff to ensure smooth transition in line with corporate and business objectives.

Key challenges

* Develops and maintains an extensive network of contacts in NSW public sector agencies, other jurisdictions, research institutions, the private sector and non-government organisations. The position holder consults and negotiates extensively to develop the direction of science programs and to influence state and national science agendas.
* Leads in knowledge brokering and delivery of comprehensible, relevant and easy to access information to clients and to the community in keeping with Open EES objectives and principles. Identifies external funding opportunities to support enhanced delivery of priorities and to leverage additional value through collaboration with universities and other research providers.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager/Supervisor | * Receive guidance and support, provide advice and exchange information.
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| Staff | * Provide guidance, support, exchange information and facilitate their professional development.
 |
| Work team/other staff | * Work collaboratively to contribute to achieving business outcomes.
* Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing.
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| **External** |  |
| Customer/clients | * Address queries and/or redirect to relevant party for review and resolution.
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| Stakeholders | * Stakeholders Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives.
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# Role dimensions

## Decision making

The role is expected to operate with some level of autonomy, makes day to day decisions relating to work priorities and workload management, for themselves and any staff supervised. The position is accountable for the quality, integrity and accuracy of content of advice provided.

## Reporting line

The role reports to the Senior Team Leader.

## Direct reports

Nil.

## Budget/Expenditure

Nil.

Essential requirements

Scientific qualifications, high-level knowledge, demonstrated experience and contacts in the climate and atmospheric sciences.

Demonstrated experience in developing and leading rigorous, discrete, science programs in the climate and atmospheric sciences.

# 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](http://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 | Adept |
| **Manage Self** | **Adept** |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Advanced** |
| Commit to Customer Service | Intermediate |
| Work Collaboratively | Adept |
| **Influence and Negotiate** | **Adept** |
|  | Deliver Results | Adept |
| **Plan and Prioritise** | **Adept** |
| Think and Solve Problems | Adept |
| Demonstrate Accountability | Adept |
|  | **Finance** | **Adept** |
| Technology | Adept |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **Advanced** |

## 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**Manage Self | Adept | Look for and take advantage of opportunities to learn new skills and develop strengthsShow commitment to achieving challenging goalsExamine and reflect on own performanceSeek and respond positively to constructive feedback and guidanceDemonstrate a high level of personal motivation |
| **Relationships**Communicate Effectively | Advanced | Present with credibility, engage varied audiences and test levels of understandingTranslate technical and complex information concisely for diverse audiencesCreate opportunities for others to contribute to discussion and debateActively listen and encourage others to contribute inputsAdjust style and approach to optimise outcomesWrite fluently and persuasively in a range of styles and formats |
| **Relationships**Influence and Negotiate | Adept | Negotiate from an informed and credible positionLead and facilitate productive discussions with staff and stakeholdersEncourage others to talk, share and debate ideas to achieve a consensusRecognise and explain the need for compromiseInfluence others with a fair and considered approach and sound argumentsShow sensitivity and understanding in resolving conflicts and differencesManage challenging relations with internal and external stakeholdersPre-empt and minimise conflict |
| **Results**Plan and Prioritise | Adept | Take into account future aims and goals of the team/unit and organisation when prioritising own and others’ workInitiate, prioritise, consult on and develop team/unit goals, strategies and plansAnticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responsesEnsure current work plans and activities support and are consistent with organisational change initiativesEvaluate achievements and adjust future plans accordingly |
| **Business Enablers**Finance | Adept | Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measuresUnderstand impacts of funding allocations on business planning and budgets, including value for money, choice between direct provision and purchase of services, and financial implications of decisionsUnderstand and apply financial audit, reporting and compliance obligationsIdentify discrepancies or variances in financial and budget reports, and take corrective action where appropriateSeek specialist advice and support where requiredMake decisions and prepare business cases paying due regard to financial considerations |
| **Business Enablers**Project Management | Advanced | Prepare scope and business cases for more ambiguous or complex projects including cost and resource impactsAccess key subject-matter experts’ knowledge to inform project plans and directionsImplement effective stakeholder engagement and communications strategy for all stages of projectsMonitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planningDevelop effective strategies to remedy variances from project plans, and minimise impactsManage transitions between project stages and ensure that changes are consistent with organisational goals |