

Role Description

Environment Officer



Transport
for NSW

Cluster	Transport for NSW
Agency	Transport for NSW
Division/ Branch/ Unit	Safety, Environment and Regulation / Environment
Location	Various
Classification/ Grade/ Band	USS 9
Role Number	51021745
ANZSCO Code	234312
PCAT Code	1129192
Date of Approval	July 2020
Agency Website	www.transport.nsw.gov.au

Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we're delivering a \$55.6bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of numerous integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

Safety, Environment and Regulation

The Safety, Environment and Regulation (SER) division leads policy, strategy, standards, advice and support across safety, environment, sustainability, asset management and regulatory outcomes for customers, for community and for our people (including contractors).

SER provides 'centres of excellence' with a critical mass of expertise to support line accountability, facilitate consistency and provide assurance across the cluster. It also delivers a range of regulatory programs.

Primary purpose of the role

The Environment Officer provides expert advice and supports the environmental planning, assessment and delivery compliance requirements for major projects to achieve desired environmental outcomes and to meet the expectations of Government and the community of New South Wales.

Key accountabilities

- Promote the consistent application of environmental legislation, government and TfNSW environmental policy and procedures to support the delivery of infrastructure projects.
- 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 TfNSW policies and procedures to promote continuous improvement in environmental performance and compliance with regulatory, contractual and system requirements.
- 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 TfNSW.

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 the community.
- Influencing the implementation of best practice environmental standards and practices to gain effective outcomes.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Report to, receive broad guidance and direction • Provide regular updates on matters and priorities • Escalate issues and seek advice and support where required
Project development and delivery teams within relevant delivery Division	<ul style="list-style-type: none"> • Build and maintain constructive and collaborative relationships • Share and exchange information • Lead and motivate small teams to deliver effective solutions and improve environmental outcomes across a business
Relevant client Divisions	<ul style="list-style-type: none"> • Work with internal stakeholders and balance the needs of those stakeholders against environmental outcomes and compliance requirements
External	
NSW and Federal Government Agencies and Departments	<ul style="list-style-type: none"> • Working effectively with agencies and representing TfNSW as a source of effective, innovative and best practice to deliver on Agency and Government goals
Industry partners and representatives	<ul style="list-style-type: none"> • Build and maintain effective relationship and keep abreast of latest trends in the discipline
Contracting and consulting organisations	<ul style="list-style-type: none"> • Partnership to negotiate contract and programs

Who	Why
Community representatives and other stakeholder groups	<ul style="list-style-type: none"> Working with external stakeholders and balance the needs of those stakeholders against environmental outcomes and compliance requirements Address technical issues with a non-technical audience

Role dimensions

Decision making

In consultation with Manager

Reporting line

Senior Environment Officer

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Relevant tertiary qualifications in environmental science, environmental planning, environmental management or related discipline.
- Demonstrated detailed knowledge and understanding of the Environmental Planning and Assessment Act 1979 and the Protection of the Environment Operations Act 1997 together with the NSW and federal environmental regulatory framework and relevant technical discipline.
- Demonstrated ability to implement innovative policy and planning strategies across construction projects.
- Demonstrated high-level skills and experience in the analysis of complex and technical environmental subject matter to develop robust and balanced environmental strategies, guidelines and policy statements and to drive environmental performance improvement.
- Experience and proven ability to provide effective input to construction and operational projects, including working with contractors, reviewing designs, compliance management, review of reports to regulatory agencies, managing incidents and audits and identifying learning opportunities.





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	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change Give frank and honest feedback/advice 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	<ul style="list-style-type: none"> 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Monitor the completion of project milestones against goals and initiate amendments where necessary• Evaluate progress and identify improvements to inform future projects