

# Role Description

## Senior Policy Officer

Cluster	Planning, Industry & Environment
Agency	Local Land Services
Division/Branch/Unit	Strategy & Engagement
Location	Various
Classification/Grade/Band	LLS Grade 7
Role Family	Projects & Programs
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	2017 (updated Jan 2020)
Agency Website	<a href="http://www.lls.nsw.gov.au">http://www.lls.nsw.gov.au</a>

### Agency overview

The Planning, Industry and Environment Cluster was formed in 2019. The cluster drives 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 of land, water and mining, energy, and growing our industries. There is a strong emphasis on regional NSW.

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

Provide policy and legislative advice and coordination; undertake research and analysis of policy positions to support the biodiversity regulatory reform agenda, foster best practice agricultural land management and develop Codes of Practice for the management of native vegetation.

### Key accountabilities

- Research, analyse and review complex biodiversity legislative policy issues and support the formulation of Codes of Practice, identifying emerging issues, developing evidence based options, and recommended solutions to resolve problems and mitigate risks
- Provide informed policy advice and information to relevant stakeholders to facilitate the appropriate interpretation and implementation of policies and support LLS policy initiatives

- Build and maintain relationships with partner agencies and key stakeholders, facilitating their engagement in, and contribution to, the identification and development of policy solutions and to inform policy decision making
- Monitor, evaluate and report on the development and/or implementation of policies to identify issues and ensure the achievement of desired outcomes
- Mentor and guide policy officers and support staff, ensuring compliance with governance and quality requirements, to successfully deliver policy priorities and initiatives
- Prepare correspondence, written reports, publications, and briefs, that are informative and aligned with LLS requirements, to respond to Ministerial and partner agency requests
- Manage and coordinate policy development by preparing briefings and advice in response to Ministerial and Departmental Executive requests
- Represent LLS in state and national policy forums and negotiations to advise on strategic policy issues and obtain feedback

## Key challenges

- Delivering policy initiatives and projects to the required standards and timeframes, given the need to rapidly understand and integrate information and adapt in an often changing and unpredictable environment.
- Linking together emerging Government policy on land management and environmental issues with policy inputs from LLS regional offices and Department of Primary Industry technical experts.

## Key relationships

Who	Why
<b>Internal</b>	
Principal Policy Officer	<ul style="list-style-type: none"> <li>• Seek guidance, provide updates and escalate issues</li> </ul>
Team	<ul style="list-style-type: none"> <li>• Support the team and share information and research</li> </ul>
Director, Policy & Science; Other Cluster Policy Directors	<ul style="list-style-type: none"> <li>• Provide advice and seek guidance pertaining to the analysis and management of strategies, policies and legislative frameworks for policy frameworks and reform initiatives</li> </ul>
LLS staff	<ul style="list-style-type: none"> <li>• To exchange information, discuss issues and coordinate policy work across the LLS regions</li> </ul>
<b>External</b>	
Other Government agencies,	<ul style="list-style-type: none"> <li>• Develop strategic networks across government to identify and respond to emerging policy issues, seek information, work on intergovernmental policy initiatives and to develop informed policy advice.</li> </ul>
Land holders, NSW Farmers Association and community stakeholder groups	<ul style="list-style-type: none"> <li>• Raise awareness and understanding of the land management framework, Codes of Practice and regulatory requirements</li> </ul>

## Role dimensions

### Decision making

- Assesses and advises on the appropriate approach and strategy on a wide range of complex policy issues for LLS, with emphasis on the biodiversity, agricultural land management and native vegetation policy and legislative reform agenda.
- Develops and proposes solutions to complex problems within the parameters of Government policy.
- Refers to the Principal Policy Officer complex and politically sensitive issues.
- Initiates and maintains communications strategies and networks with internal and external stakeholders.

### Reporting line

Principal Policy Officer

### Direct reports

Nil

### Budget/Expenditure

Nil

## Essential requirements

- Detailed knowledge of the machinery of Government, including Cabinet and legislative processes and ability to understand and interpret a wide variety of legislation and expertise in policy development, implementation and review.
- Broad understanding of relevant biodiversity, agricultural land management and native vegetation policy and legislative frameworks.

## 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
 Personal Attributes	Display Resilience and Courage	Intermediate
	<b>Act with Integrity</b>	<b>Adept</b>
	<b>Manage Self</b>	<b>Adept</b>

Value Diversity		Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	<b>Commit to Customer Service</b>	<b>Adept</b>
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Adept</b>
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>

## 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
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>• Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>• Show commitment to achieving challenging goals</li> <li>• Examine and reflect on own performance</li> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate a high level of personal motivation</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>• Tailor communication to the audience</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> </ul>

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Commit to Customer Service	Adept	<ul style="list-style-type: none"> <li>• Create opportunities for others to be heard</li> <li>• Actively listen to others and clarify own understanding</li> <li>• Write fluently in a range of styles and formats</li> <li>• Take responsibility for delivering high quality customer-focused services</li> <li>• Understand customer perspectives and ensure responsiveness to their needs</li> <li>• Identify customer service needs and implement solutions</li> <li>• Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>• Maintain relationships with key customers in area of expertise</li> <li>• Connect and collaborate with relevant stakeholders within the community</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option</li> <li>• Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Results</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>• Take responsibility and be accountable for own actions</li> <li>• Understand delegations and act within authority levels</li> <li>• Identify and follow safe work practices, and be vigilant about their application by self and others</li> <li>• Be alert to risks that might impact the completion of an activity and escalate these when identified</li> <li>• Use financial and other resources responsibly</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>