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| **Cluster** | Planning, Industry and Environment |
| **Agency** | Department Planning, Industry and Environment |
| **Division/Branch/Unit** | Environment Energy and Science/Biodiversity and Conservation/Regions |
| **Role number** | Generic |
| **Classification/Grade/Band** | Environment Officer Class 9 |
| **ANZSCO Code** | 234311 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | November 2018 (updated 14 March 2021) |
| **Agency Website** | www.environment.nsw.gov.au www.dpie.nsw.gov.au |

Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

Primary purpose of the role

Provide advice to local and state government, proponents and the community on statutory and strategic planning matters and contribute to the NSW Government’s initiatives in relation to environmental planning, management and conservation.

Key accountabilities

* Co-ordinate and provide advice to external stakeholders and management on strategic environmental planning matters to ensure optimal natural, environmental and conservation outcomes.
* Ensure that environmental assessment and strategic planning advice is consistent with NSW government policies and guidelines.
* Review and report as relevant on the environmental impacts, including biodiversity and sustainability and ensure consistency of DPIE comments on planning proposals and activities including Major Projects.
* Review and contribute to the development of strategic planning documents and Environmental Planning Instruments, such as State, Regional and Local Environmental Plans in accordance with DPIE responsibilities.
* Provide guidance and opinion on natural resource and heritage conservation and management for future Government reforms
* Provide timely, high quality briefing notes and other written materials on strategic and environmental planning matters ensuring high quality and accurate information to inform decision making processes.
* Undertake data analysis and related research on threatened species and biodiversity conservation (e.g. vegetation mapping) using tools such geographical information systems to provide advice on major projects and planning proposals.
* Maintain effective liaison and consultation with internal and external stakeholders to develop cooperative and productive working relationships, and seek and convey advice to enhance the effectiveness of strategic and environmental planning. This includes representing DPIE at meetings and committees ensuring that the corporate position is articulated consistently and appropriately.

Key challenges

* Liaise with and influence a range of stakeholders (proponents, local and state government, community interest groups, etc) to achieve optimal natural and cultural heritage outcomes.
* Operate with day-to-day independence and sets own priorities within agreed project scope to deliver results within budget and to agreed deadlines.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Team Leader | * Receive guidance and support and exchange information. |
| Branch/Division | * Provide advice and information |
| **External** |  |
| Team Leader | * Receive broad guidance and support, provide advice, recommendations and exchange information |

# Role dimensions

## Decision making

The role sets their own priorities within the parameters and directions of the work program, whilst maintaining a degree of independence in developing a suitable approach in managing allocated work and determining what issues need to be referred to a higher authority.

## Reporting line

Reports to Senior Team Leader

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* Knowledge of and experience in the interpretation of legislation, and experience in dealing with environmental planning and assessment issues.
* Experience in the assessment and analysis of strategic and complex conservation proposals.

Essential requirements

* Current Drivers Licence.

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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** |
|  | **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | | Keep up to date with relevant contemporary knowledge and practices  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 and maintain a high level of personal motivation | Adept |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Tailor communication to diverse audiences  Clearly explain complex concepts and arguments to individuals and groups  Create opportunities for others to be heard, listen attentively and encourage them to express their views  Share information across teams and units to enable informed decision making  Write fluently in plain English and in a range of styles and formats  Use contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| **Influence and Negotiate**  Gain consensus and commitment from others, and resolve issues and conflicts | | 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 diverse perspectives and the need for compromise in negotiating mutually agreed outcomes  Influence others with a fair and considered approach and sound arguments  Show sensitivity and understanding in resolving conflicts and differences  Manage challenging relationships with internal and external stakeholders  Anticipate and minimise conflict | Adept |
|  | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | | Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomes  Make sure staff understand expected goals and acknowledge staff success in achieving these  Identify resource needs and ensure goals are achieved within set budgets and deadlines  Use business data to evaluate outcomes and inform continuous improvement  Identify priorities that need to change and ensure the allocation of resources meets new business needs  Ensure that the financial implications of changed priorities are explicit and budgeted for | Adept |
| **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence  Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience  Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience  Seek contributions and ideas from people with diverse backgrounds and experience  Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness  Identify and share business process improvements to enhance effectiveness | Adept |
|  | **Project Management**  Understand and apply effective planning, coordination and control methods | | Perform basic research and analysis to inform and support the achievement of project deliverables  Contribute to developing project documentation and resource estimates  Contribute to reviews of progress, outcomes and future improvements  Identify and escalate possible variances from project plans | Intermediate |

# 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** |
|  | Display Resilience and Courage | | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| Act with Integrity | | Be ethical and professional, and uphold and promote the public sector values | Intermediate |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Commit to Customer Service | | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| Work Collaboratively | | Collaborate with others and value their contribution | Intermediate |
|  | Plan and Prioritise | | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| Technology | | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |