Role Description

**LLS Business Partner**

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| **Cluster** | Industry |
| **Agency** | Local Land Services |
| **Division/Branch/Unit** | Strategy & Engagement |
| **Location** | Negotiable |
| **Classification/Grade/Band** | Advisory and Technical Stream - LLSO Grade 8 |
| **Role Family** *(internal use only)* | Bespoke/Projects and Programs/Lead |
| **ANZSCO Code** | 139912 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | March 2019 |
| **Agency Website** | <http://www.lls.nsw.gov.au/> |

# Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state’s mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

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 Services.

# Primary purpose of the role

Partner strategically with internal and external stakeholders, provide expert advice and support to develop and deliver innovative strategy, programs, projects, plans and policies for LLS statewide within the area of the identified specialism (refer to specialism in the table below).

# Key accountabilities

* Represent LLS's position in the development of policies, procedures, strategies and communications, undertake research and analysis of issues, and ensure alignment with current legislative frameworks
* Establish a network to facilitate stakeholder involvement, promote engagement and provide expert and strategic advice to internal and external stakeholders to develop awareness of legislation, strategy and policies, promote compliance, facilitate best practice outcomes and mitigate risk to achieve LLS’ objectives
* Work collaboratively across all areas within LLS, supporting an integrated approach to the delivery of strategies, programs and services across NSW
* Share knowledge as part of a multi-disciplinary team, sharing lessons learnt, facilitate cross learning and mentor team members to build technical expertise and best practice

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|  | ***Key Role Specialism***  | ***Key Accountabilities of Specialism*** |
|  | ***Generic accountabilities are to be read in conjunction with Key Role Specialism*** |
|  | ***Applicable Role Specialism is marked***  |
|  | ***Natural Resource Management (NRM)*** Coordinate the design and implementation of best practice NRM programs, strategies, policies and procedures, collaborating with LLS regions, external stakeholders and investors to protect natural resources for the social, economic and environmental interest of NSW.  | * Identify, champion and secure opportunities for LLS to drive, influence and contribute knowledge, policies, planning, programs and enhance the delivery of natural resource management and planning across the state
* Negotiate and oversight statewide LLS strategies, agreements and contracts related to NRM advice and service delivery
* Lead statewide coordination of environmental biosecurity initiatives that complement other LLS biosecurity programs
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|  | ***Sustainable Agriculture and Plant Biosecurity***Coordinate the design and implementation best practice programs, strategies, policies and procedures, collaborating with LLS regions, external stakeholders and investors to protect NSW primary industries, including management of soil and water assets, climate adaptation and plant biosecurity risks. | * Identify, champion and secure opportunities for LLS to drive, influence and contribute to knowledge, policies, planning, programs and enhance the delivery of sustainable agriculture across the state
* Work with drought, climate change and emergency management stakeholders to build community resilience
* Negotiate and oversight statewide LLS strategies, agreements and contracts related to sustainable agriculture and plant biosecurity advice and service delivery
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|  | ***Land Management****Support consistent, high quality statewide implementation of the Land Management Framework including legislative advice to regional staff, monitoring regional trends and providing quality assurance for the land management function.* | * Provide technical and legislative advice to regional land management staff to maintain consistent implementation of Land Management Framework across NSW
* Lead central coordination and oversight of all ‘Notices of Intended Clearing’ and issuance of Certificates
* Manage contentious issues arising from implementation of Land Management Framework
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|  | ***Emergency Management***Ensure LLS has a coordinated approach to planning, prevention, response and recovery activities to manage emergencies impacting the community and primary producers in collaboration with other  | * Lead and manage the development and evaluation of risk management plans in line with the LLS Risk Management Framework and policy, including the implementation of safety initiatives and programs
* Coordinate biosecurity training opportunities for staff to build their capacity to deliver and assist in biosecurity and natural disaster events and to meet regulatory requirements.
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|  | ***Animal Biosecurity & Welfare (AB&W)*** Partners with LLS regions, NSW DPI and other stakeholders to develop and deliver programs, plans and policies to protect NSW primary industries, communities and the environment from animal biosecurity & welfare risks. | * Partner with DPI Biosecurity and Food Safety and other stakeholders in developing, implementing and reporting on relevant plans, policies and procedures.
* Partner with LLS regions to ensure staff within LLS develop and enhance their understanding, adoption and implementation of quality biosecurity management practices
* Negotiate and oversight statewide LLS strategies, agreements and contracts related to AB&W advice and delivery
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|  | ***Travelling Stock Reserves***Coordinate a consistent statewide approach to the management, maintenance and use of travelling stock reserves (TSR) across NSW with a focus on protecting and enhancing social, cultural, environmental and production values | * Provide strategic and consistent advice to manage TSRs as a single resource across the TSR estate
* Partner with LLS regions and stakeholders to develop and enhance TSRs with a focus on protecting and enhancing social, cultural, environmental and economic values.
* Partner with stakeholders in developing and implementing and reporting on relevant plans, policies and procedures.
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|  | ***Invasive Species***Coordinate the design and implementation of invasive species programs, policy and procedures, collaborating with LLS regions, external stakeholders and investors designed to protect primary industries in NSW, communities and the environment from the impact of pest animals and weed risks. | * Partner with DPI Biosecurity and Food Safety to facilitate the LLS-DPI partnership in developing, implementing and reporting on relevant plans, policies and procedures for the management of invasive species within LLS Regions
* Partner with LLS regions and DPI to ensure timely surveillance and management programs are implemented to protect primary industries across NSW from invasive species.
* Negotiate and oversight statewide LLS strategies, agreements and contracts related to invasive species advice and service delivery
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|  | ***Communications & Engagement***Develop and deliver effective communication and marketing strategies for LLS. This role will focus on statewide projects and programs and will work closely with communication and engagement staff throughout LLS. | * Partner with senior management and staff to develop communications initiatives and promotions that align with LLS strategies and promote LLS’ achievements, projects and activities.
* Provide a timely, consistent and effective frontline client service to LLS operations, the media, stakeholders and partners
* Take steps to ensure client satisfaction when representing LLS at community meetings and industry workshops and forums
* Establish and implement measures that are designed to increase the awareness and trust in LLS with stakeholders, clients and partners
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|  | ***Organisational Development-*** Manage organisational development (OD) programs and projects, providing a key interface and driver of organisational development interventions, implementations and outcomes across LLS. This role partners with internal clients to build people capability to improve business outcomes.  | * Lead and develop contemporary and best practice learning and organisational development solutions across LLS for leadership, performance development, workforce capability, talent and succession planning, employee engagement and culture.
* Optimise executive leadership capability through learning and development programs that use people management strategies, technology, systems and business methods and take a contemporary approach to embedding best practice leadership behaviour.
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|  | ***Aboriginal Cultural Engagement*** This role will develop, negotiate, implement and review policies, programs, plans, procedures and Indigenous Land Use Agreements for Local Land Services.  | * Lead and manage a team to develop and deliver projects and programs that are evidenced-based and provide accurate policy advice to the Senior Executive Team, the LLS Board and relevant Minister(s) in line with both Government and organisational objectives.
* Provide leadership and strategic advice to all business units within Local Land Services regarding implementation of our Reconciliation Action Plan; Aboriginal programs; people and engagement; culture and practice.
* Provide coordinated, timely and approved agency input into negotiations for Indigenous Land Use Agreements; and ensuring Local Land Services is aware and adequately prepared to respond to legislative requirements associated with native title and Aboriginal land claim.
* Foster a collaborative and integrated stakeholder engagement strategy that supports working in close partnership with key stakeholders including, all LLS business units, Commonwealth and State Government agencies, peak bodies, prescribed body corporates and Aboriginal communities.
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| ***✓*** | ***Performance Risk and Assurance***This role leads corporate strategy development and performance reporting and development of statewide performance improvement projects. | * Lead the development, implementation and maintenance of performance frameworks and reporting, analysis and business planning to support LLS Board and Senior Executive deliver the LLS State Strategic Plan.
* Foster a collaborative culture based on performance and risk
* Provide leadership to support the implementation of Treasury TPP15-03 Audit and Risk Management core requirements
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**Key challenges**

* Providing expert advice on complex and politically sensitive issues to the Local Land Services Board and Senior Executive Team that is contextually accurate, informative and timely
* Analysing and promoting appropriate and contemporary solutions to address existing and emerging issues in an environment of changing industry, government and community priorities
* Continually monitoring funding levels and engaging with investors to ensure sufficient funding for LLS programs and services

# Key relationships

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| **Who** | **Why** |
| **Internal** |
| Executive Director (or Director) | * Receive guidance from and provide expert strategic advice to the Executive Director (or Director) to influence decisions and support strategic partnerships and decision making.
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| Senior Executive Team | * Influence and liaise on statewide priorities, providing updates and advice
* Contribute to a ‘one LLS’ team culture through building strong internal networks
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| Statewide Advisory Groups | * Provide strategic advice on statewide programs and policies and ensure integration of programs
* Resolve issues and provide solutions to problems at a statewide level
* Provide high level strategic program delivery support to Executive Statewide Advisory Group leads
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| Team | * Inspire and motivate team, provide direction and manage performance
* Represent work group perspective and share information
* Lead discussions and decisions regarding implementation of innovation and best practice
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| **External** |
| Other NSW Government Agencies  | * Build relationships to ensure that programs and policies are collectively developed, implemented and reported on
* Lead discussions and facilitate decisions to improve services, collaboration and innovation
* Represent LLS at a statewide level on relevant joint committees
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| NSW Farmers | * Where relevant, collaborate on initiatives to support efficient and effective delivery of programs and services
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| Landcare NSW and other community groups | * Where relevant, collaborate on initiatives to support efficient and effective delivery of programs
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| Department of Industry – Lands | * Where relevant, coordinate delivery of relevant statewide projects and reporting
* Contribute to development of regulatory requirements and associated policies, procedures and guidelines
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| Australian Federal Government – Department of Agriculture & Water Resources, Department of Environment  | * Where relevant, build relationships with agencies to develop effective policies, programs and projects
* Lead discussions and facilitate decisions to improve services and collaboration
* Where relevant, represent LLS on relevant committees
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| Contractors and Vendors | * Consult, provide and obtain information, negotiate required outcomes and timeframes
* Manage and report on supplier related performance targets
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**Role dimensions**

## Decision making

* Providing expert advice and leading the effective coordination of LLS responses and involvement across a range of LLS and external programs
* Delivery and coordination of programs and policies within LLS
* Act as a principal point of contact and liaison to ensure a high degree of integration between LLS programs and programs of other agencies
* Operates autonomously and refers to Executive Director Strategy & Engagement only those decisions that involves a significant impact to LLS or which require a higher delegation or approval

## Reporting line

This role reports to either the Director Strategy & Engagement, Regional Director Regional Operations or relevant regional General Manager (as portfolio lead).

## Direct reports

Variable: 0 - 7

## Budget/Expenditure

Nil

## Essential requirements (for each area of expertise)

* NSW Drivers licence.
* Extensive knowledge and understanding in specialty areas of key specialism.
* Applicants for the Aboriginal Cultural Engagement role must be of Aboriginal descent through parentage, identification as being Aboriginal and accepted in the community as such. Aboriginality is a genuine occupational qualification and is authorised under Section 14(d) of the Anti Discrimination Act 1997.

# 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)

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.

**Capability summary**

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| **NSW Public Sector Capability Framework** |
| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Advanced |
| **Act with Integrity** | **Adept** |
| Manage Self | Adept |
| Value Diversity | Intermediate |
|  | Communicate Effectively | Adept |
| **Commit to Customer Service** | **Advanced** |
| **Work Collaboratively** | **Advanced** |
| Influence and Negotiate | Adept |
|  | Deliver Results | Adept |
| **Plan and Prioritise** | **Advanced** |
| Think and Solve Problems | Advanced |
| **Demonstrate Accountability** | **Intermediate** |

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|  | Finance | Intermediate |
| Technology | Adept |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **Adept** |
|  | **Manage and Develop People** | **Adept** |
| Inspire Direction and Purpose | Adept |
| Optimise Business Outcomes | Intermediate |
| Manage Reform and Change | Intermediate |

## 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.

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| **NSW Public Sector Capability Framework** |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**Act with Integrity | Adept | * Represent the organisation in an honest, ethical and professional way and encourage others to do so
* Demonstrate professionalism to support a culture of integrity within the team/unit
* Set an example for others to follow and identify and explain ethical issues
* Ensure that others understand the legislation and policy framework within which they operate
* Act to prevent and report misconduct, illegal and inappropriate behaviour
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| **Relationships**Commit to Customer Service | Advanced | * Promote a culture of quality customer service in the organisation
* Initiate and develop partnerships with customers to define and evaluate service performance outcomes
* Promote and manage alliances within the organisation and across the public, private and community sectors
* Liaise with senior stakeholders on key issues and provide expert and influential advice
* Identify and incorporate the interests and needs of customers in business process design
* Ensure that the organisation’s systems, processes, policies and programs respond to customer needs
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| **Relationships**Work Collaboratively | Advanced | * Build a culture of respect and understanding across the organisation
* Recognise outcomes which resulted from effective collaboration between teams
* Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government
* Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
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| **Results**Plan and Prioritise | Advanced | * Understand the links between the business unit, organisation and the whole-of-government agenda
* Ensure business plan goals are clear and appropriate including contingency provisions
* Monitor progress of initiatives and make necessary adjustments
* Anticipate and assess the impact of changes, such as government policy/economic conditions, to business plans and initiatives, and respond appropriately
* Consider the implications of a wide range of complex issues, and shift business priorities when necessary
* Undertake planning to transition the organisation through change initiatives and evaluate progress and outcome to inform future planning
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| **Results**Demonstrate Accountability | Intermediate | * Take responsibility and be accountable for own actions
* Understand delegations and act within authority levels
* Identify and follow safe work practices, and be vigilant about their application by self and others
* Be alert to risks that might impact the completion of an activity and escalate these when identified
* Use financial and other resources responsibly
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| **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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| **People Management**Manage and Develop People | Adept | * Define and clearly communicate roles and responsibilities to achieve team/unit outcomes
* Negotiate clear performance standards and monitor progress
* Develop team/unit plans that take into account team capability, strengths and opportunities for development
* Provide regular constructive feedback to build on strengths and achieve results
* Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way
* Monitor and report on performance of team in line with established performance development frameworks
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