

# Role Description

## Senior Environmental Planner/Scientist



**Regional  
NSW**

|                                  |  |
|----------------------------------|--|
| <b>Cluster</b>                   | Regional NSW   |
| <b>Department</b>                | Department of Regional NSW   |
| <b>Group/Division/Branch</b>     | Public Works Advisory and Regional Development/Public Works Advisory   |
| <b>Location</b>                  | Coffs Harbour  |
| <b>Classification/Grade/Band</b> | Clerk Grade 9/10   |
| <b>Role Family</b>               | Bespoke/Science & Engineering/Deliver  |
| <b>ANZSCO Code</b>               | 234312   |
| <b>PCAT Code</b>                 | 1112292  |
| <b>Date of Approval</b>          | 25 November 2020   |
| <b>Agency Website</b>            | <a href="http://www.drns.w.nsw.gov.au">www.drns.w.nsw.gov.au</a> or <a href="http://www.publicworksadvisory.nsw.gov.au">www.publicworksadvisory.nsw.gov.au</a> |

### Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is 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.

Public Works Advisory (PWA) is part of the Department of Regional NSW. PWA supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, delivery and support services. We bridge the gap between the government and the private sector, helping clients to maximise value, optimise costs and manage risks in their infrastructure programs and the lifecycle management of their assets.

### Primary purpose of the role

Provide expert land use planning and environmental assessment advice which responds to client needs to ensure the consistent delivery of outcomes, including project quality, agreed timeframes and budget, in accordance with WHS policies and procedures, in order to deliver the client's objectives and critical success factors.

Contribute to the operation of the service line so that it is a viable commercial business providing value for money for clients which include state government agencies and local government authorities.

### Key accountabilities

- Provide specialised land use planning advice to clients and senior management in order that Government and clients receive optimal technical, economic and environmental solutions.
- Assist the Environment and Planning team in preparing and delivering high quality environmental impact assessments for a wide range of infrastructure projects.

- Identify the learning and development needs for the role and mentor less experienced team members so as to ensure a high level of technical and project delivery capability. Promote client excellence with the team and the broader PWA by being responsive to client needs.
- Demonstrate a safety culture which is focused on implementation of the Public Works Advisory (PWA) Safety Management System and processes to meet legislative and safety certification requirements.
- Nurture existing client relationships and promote the technical and project capabilities of PWA and the team to external and internal clients in order to ensure the growth and viability of the business.
- Manage large and complex projects and ensure projects undertaken are clearly scoped and that delivery is to the agreed quality, time and budget constraints, with all client expectations met.
- Coordinate the work of specialist consultants in areas such as archaeology, heritage, traffic, air quality, hydrogeology, reclaimed water reuse, ecology and biodiversity conservation and water quality monitoring.
- Review and report on specialist environmental studies and environmental impact assessment reports prepared by others.

## Key challenges

- Working within a team environment and projects across numerous disciplines, whilst promoting and sustaining a client centric team culture.
- Developing and applying innovative planning solutions to challenging infrastructure projects within agreed time, budget and financial parameters.
- Creating and maintaining strong working relationships with clients and industry stakeholders in an environment of strong competition while managing current workloads.

## Key relationships

| Who                               | Why   |
|-----------------------------------|---|
| <b>Internal</b>                   |   |
| Principal Environmental Scientist | <ul style="list-style-type: none"> <li>• Contribute to broader team issues</li> <li>• Provide expert advice and guidance on issues</li> <li>• Develop and propose effective business development proposals</li> <li>• Escalate issues, keep informed, advise, receive guidance and instructions</li> <li>• Participate in discussions and decisions regarding service delivery and operational improvement</li> </ul>   |
| Work Team                         | <ul style="list-style-type: none"> <li>• Inspire and motivate the rest of the team</li> <li>• Encourage team members to work collaboratively to achieve business outcomes</li> <li>• Guide, support, coach and mentor team members</li> <li>• Review work and proposals of team members</li> <li>• Lead discussions and decisions regarding innovative solution development</li> <li>• Lead meetings to obtain work group perspective and share information</li> <li>• Support team members and work collaboratively to contribute to achieving the team's business outcomes</li> <li>• Participate in meetings to share information and provide input on issues</li> </ul> |
| Client/Customer                   | <ul style="list-style-type: none"> <li>• Provide expert advice to achieve cost effective solutions</li> </ul>   |

| Who                                | Why   |
|------------------------------------|---|
|                                    | <ul style="list-style-type: none"> <li>Respond to resourcing challenges and propose effective solutions within budget and service delivery constraints</li> <li>Resolve and provide solutions to issues</li> <li>Respond to queries and resolve issues</li> <li>Provide expert services relating to environmental planning</li> <li>Manage the flow of information, seek clarification and provide advice and responses to ensure prompt resolution of issues</li> <li>Address/respond to queries and provide solutions where possible, or redirect query to relevant area</li> </ul> |
| <b>External</b>                    |   |
| Client Project Managers            | <ul style="list-style-type: none"> <li>Operate at a senior level to build partnerships with client agencies and industry to provide high-level technical strategies, design, analysis and review.</li> <li>Seek/maintain specialist knowledge/advice and collaborate to keep up with best practice.</li> </ul>  |
| Key Infrastructure Owners/builders | <ul style="list-style-type: none"> <li>Collaborate and engage with project owners and project managers to build strong relationships based on mutual trust and respect</li> <li>Develop an understanding of key needs, issues and priorities</li> </ul>   |
| Key Project Stakeholders           | <ul style="list-style-type: none"> <li>Provide expertise in community consultation with culturally diverse groups and key stakeholders</li> <li>Constructively interface with regulators and other stakeholders to facilitate smooth project solutions and delivery</li> </ul>  |

## Role dimensions

### Decision making

The incumbent has autonomy and authority to make decisions in accordance with the delegations of authority specific to the role of Senior Environmental Planner/Scientist. This role is fully accountable for the delivery of work assignments on time and to client expectations in terms of quality, deliverables and outcomes.

### Reporting line

This role reports to the Principal Environmental Scientist.

### Direct reports

This role does not have any direct reports.

### Budget/Expenditure

Contribute to the achievement of annual revenue and net cost of services targets and deliver projects to agreed budgets.

## Key knowledge and experience

- Extensive knowledge and experience in the environmental planning and assessment discipline.
- Demonstrated experience providing expert planning advice and coordinating and preparing amendments to LEPs and other statutory planning instruments to support the provision of key infrastructure projects.
- Demonstrated experience in the preparation of environmental impact assessment documents including the application of relevant environmental legislation for public infrastructure projects.

## Essential requirements

- Degree in Environmental Planning or equivalent with eligibility for member status to the Planning Institute of Australia.
- A valid NSW Driver's license and willingness to drive to remote locations which may include overnight stays (as required).

## Capabilities for the role



The [NSW public sector 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 |
| <br>Personal Attributes | <b>Manage Self</b><br>Show drive and motivation, an ability to self-reflect and a commitment to learning                     | <ul style="list-style-type: none"><li>• Keep up to date with relevant contemporary knowledge and practices</li><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 and maintain a high level of personal motivation</li></ul> | Adept |
| <br>Relationships       | <b>Communicate Effectively</b><br>Communicate clearly, actively listen to others, and respond with understanding and respect | <ul style="list-style-type: none"><li>• Tailor communication to diverse audiences</li><li>• Clearly explain complex concepts and arguments to individuals and groups</li><li>• Create opportunities for others to be heard, listen attentively and encourage them to express their views</li><li>• Share information across teams and units to enable informed decision making</li></ul>   | Adept |

|  |  |       |
|--|--|-------|
|  | <ul style="list-style-type: none"> <li>• Write fluently in plain English and in a range of styles and formats</li> <li>• Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul>   |       |
| <b>Commit to Customer Service</b><br>Provide customer-focused services in line with public sector and organisational objectives  | <ul style="list-style-type: none"> <li>• Take responsibility for delivering high-quality customer-focused services</li> <li>• Design processes and policies based on the customer's point of view and needs</li> <li>• Understand and measure what is important to customers</li> <li>• Use data and information to monitor and improve customer service delivery</li> <li>• Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers</li> <li>• Maintain relationships with key customers in area of expertise</li> <li>• Connect and collaborate with relevant customers within the community</li> </ul>                          | Adept |
| <b>Work Collaboratively</b><br>Collaborate with others and value their contribution  | <ul style="list-style-type: none"> <li>• Encourage a culture that recognises the value of collaboration</li> <li>• Build cooperation and overcome barriers to information sharing and communication across teams and units</li> <li>• Share lessons learned across teams and units</li> <li>• Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work</li> <li>• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li> </ul>  | Adept |
| <br><b>Results</b><br><b>Deliver Results</b><br>Achieve results through the efficient use of resources and a commitment to quality outcomes | <ul style="list-style-type: none"> <li>• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes</li> <li>• Make sure staff understand expected goals and acknowledge staff success in achieving these</li> <li>• Identify resource needs and ensure goals are achieved within set budgets and deadlines</li> <li>• Use business data to evaluate outcomes and inform continuous improvement</li> <li>• Identify priorities that need to change and ensure the allocation of resources meets new business needs</li> <li>• Ensure that the financial implications of changed priorities are explicit and budgeted for</li> </ul> | Adept |
| <b>Think and Solve Problems</b>  | <ul style="list-style-type: none"> <li>• Research and apply critical-thinking techniques in analysing information, identify</li> </ul>   | Adept |





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|--|--|--|-------|
|  | Think, analyse and consider the broader context to develop practical solutions                         | <ul style="list-style-type: none"> <li>interrelationships and make recommendations based on relevant evidence</li> <li>Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience</li> <li>Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience</li> <li>Seek contributions and ideas from people with diverse backgrounds and experience</li> <li>Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness</li> <li>Identify and share business process improvements to enhance effectiveness</li> </ul>  |       |
|  | <b>Project Management</b><br>Understand and apply effective planning, coordination and control methods | <ul style="list-style-type: none"> <li>Understand all components of the project management process, including the need to consider change management to realise business benefits</li> <li>Prepare clear project proposals and accurate estimates of required costs and resources</li> <li>Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>Identify and evaluate risks associated with the project and develop mitigation strategies</li> <li>Identify and consult stakeholders to inform the project strategy</li> <li>Communicate the project's objectives and its expected benefits</li> <li>Monitor the completion of project milestones against goals and take necessary action</li> <li>Evaluate progress and identify improvements to inform future projects</li> </ul> | Adept |

## 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        |
|---|-------------------------------------|--|--------------|
| <br><b>Personal Attributes</b> | 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 |
| <br><b>Relationships</b>       | Influence and Negotiate             | Gain consensus and commitment from others, and resolve issues and conflicts                            | Adept        |
| <br><b>Results</b>            | Plan and Prioritise                 | Plan to achieve priority outcomes and respond flexibly to changing circumstances                       | Adept        |
|   | Demonstrate Accountability          | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines         | Intermediate |
| <br><b>Business Enablers</b> | Finance                             | Understand and apply financial processes to achieve value for money and minimise financial risk        | Intermediate |
|   | 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     | Intermediate |

