

Role Description

Senior Land Services Project Officer

Portfolio	Primary Industries and Regional Development
Agency	Local Land Services
Division/Branch	Regional Delivery / South East
Location	Various
Classification/Grade/Band	LLS A&T Grade 6
ANZSCO Code	234399
PCAT Code	1119192
Date of Approval	October 2024
Agency Website	www.lls.nsw.gov.au

Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture and Biosecurity; Fisheries and Forestry; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

Local Land Services (LLS) is an Executive Agency related to the Department. 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 and private native forestry.

Primary purpose of the role

Deliver project outcomes to support implementation of LLS and region strategic plans, and Local Plans, and to satisfy state and national objectives for Local Land Services.

Key accountabilities

- Implement projects, managing budgets and resources, using appropriate governance and risk frameworks, performance measures, reporting standards and assessment tools - including monitoring, evaluation, reporting and improvement – MERI, to achieve project milestones and deliverables.
- Provide high quality, evidence based advisory services to support project delivery and meet the needs of customers and statutory obligations.
- Foster and maintain relationships with customers, stakeholders and investors applicable to the project.
- Oversee project delivery, including tasks assigned to other project team members, contractors or

volunteers, to enable project completion.

- Maximize project participation and awareness via communication strategies consistent with regional and Local Plans, policies and procedures.
- Develop and maintain effective networks to provide and/or seek expert advice applicable to the projects.
- Collect and collate data, analyse information and provide accurate and appropriately balanced advice, reports and recommendations on complex issues, to enable and improve project delivery.
- Operate to increase the capacity of customers in relation to project objectives.

Key challenges

- Effectively managing a range of advisory services and support projects.
- Balancing multiple relationships and potentially conflicting goals of customers and stakeholders when seeking to implement effective projects.

Key relationships

Who	Why
Internal	
Line Manager	<ul style="list-style-type: none"> • Receive direction and support in the development and implementation of projects • Provide advice and contribute to decision making regarding projects and issues • Provide regular updates on projects and priorities, escalating issues and proposing solutions
Local Team	<ul style="list-style-type: none"> • Work in collaboration to deliver project outcomes to meet the service delivery needs of the Local Area, meet compliance objectives and deliver plans
Direct reports	<ul style="list-style-type: none"> • Motivate and manage providing guidance and direction with regard to project deliverables, milestones and standards
Other staff of the function	<ul style="list-style-type: none"> • Develop and maintain effective relationships and open channels of communication • Collaborate and provide information and advice relevant to the delivery of function programs and advisory services
Other staff	<ul style="list-style-type: none"> • Collaborate to achieve LLS and regional outcomes
External	
Customers	<ul style="list-style-type: none"> • Seek to understand the customer's needs in the implementation of projects and initiatives aligned with LLS outcomes
Stakeholders and investors	<ul style="list-style-type: none"> • Seek data and information and deliver advice and support in partnership to achieve LLS objectives
Service providers/contractors	<ul style="list-style-type: none"> • Coordinate to ensure services are provided in accordance with contract deliverables
Other government agencies	<ul style="list-style-type: none"> • Seek and provide advice and information to address customer knowledge gaps and support best practice

Role dimensions

Decision making

- Makes day to day decisions with regard to own work priorities to meet project outcomes
- Manages self and others to achieve project outcomes on time, within budget and to expectation in terms of quality of deliverables and performance

Reporting line

Line Manager

Direct reports

Up to 3

Budget/Expenditure

Nil

Essential requirements

- Current NSW driver licence and willingness to travel.

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	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Adept
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

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 Act with Integrity	Intermediate	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical and professional way Support a culture of integrity and professionalism Understand and follow legislation, rules, policies, guidelines and codes of conduct Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct Recognise and report misconduct, illegal or inappropriate behaviour Report and manage apparent conflicts of interest
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure

Group and Capability	Level	Behavioural Indicators
		responsiveness to their needs <ul style="list-style-type: none"> Identify customer service needs and implement solutions Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Build a supportive and co-operative team environment Share information and learning across teams Acknowledge outcomes which were achieved by effective collaboration Engage other teams/units to share information and solve issues and problems jointly Support others in challenging situations
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	Intermediate	<ul style="list-style-type: none"> Complete work tasks to agreed budgets, timeframes and standards Take the initiative to progress and deliver own and team/unit work Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals Seek and apply specialist advice when required
Results Demonstrate Accountability	Adept	<ul style="list-style-type: none"> Assess work outcomes and identify and share learnings to inform future actions Ensure that actions of self and others are focused on achieving organisational outcomes Exercise delegations responsibly Understand and apply high standards of financial probity with public monies and other resources Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others Conduct and report on quality control audits Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> Perform basic research and analysis which others will use to inform project directions Understand project goals, steps to be undertaken and

Group and Capability	Level	Behavioural Indicators
		<p>expected outcomes</p> <ul style="list-style-type: none"> • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans
People Management Manage and Develop People	Intermediate	<ul style="list-style-type: none"> • Ensure that roles and responsibilities are clearly communicated • Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks • Develop team capability and recognise and develop potential in people • Be constructive and build on strengths when giving feedback • Identify and act on opportunities to provide coaching and mentoring • Recognise performance issues that need to be addressed and work towards resolution of issues