Role Description
Principal Project Officer, Native Title and Aboriginal Partnerships

Cluster	Climate Change, Energy, The Environment and Water
Agency	Department of Climate Change, Energy, the Environment and Water (DCCEEW)
Division/Branch/Unit	National Parks & Wildlife Service
Location	Various
Classification/Grade/Band	Clerk Grade 11/12
Role Number	Generic
ANZSCO Code	132411
PCAT Code	2221192
Date of Approval	July 2017 (updated May 2022)
Agency Website	www.dcceew.nsw.gov.au & www.nationalparks.nsw.gov.au

Ensuring *a sustainable NSW through climate change and energy action, water management, environment and heritage conservation and protection.*

Who we are

The NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) works to protect the state's environment and heritage. It leads the way on climate change, driving the sustainable transition to a net zero economy, powered by affordable, reliable, and clean energy.

NSW DCCEEW conserves and protects the state's natural environment. It manages the NSW national park estate, including its rich and diverse biodiversity and Aboriginal cultural heritage for future generations.

DCCEEW also ensures sustainable management of water resources across the state, to support the environment, communities and industry.

We acknowledge the ongoing custodial responsibilities of the Aboriginal peoples of NSW to care for Country and water and are committed to establishing meaningful partnerships with Aboriginal peoples in the management of the environment.

National Parks & Wildlife Service overview

National Parks & Wildlife Service (NPWS) is one of the world's oldest and most respected national parks agencies. We manage more than 890 national parks and reserves, covering over 7.6 million hectares or 9.5% of the landmass of NSW ranging from rainforests and towering eucalypt forests to rich woodlands, spectacular deserts and precious alpine systems. We deliver effective conservation for our biodiversity and cultural heritage and provide world class visitor experiences for the whole community to enjoy. We carry out fire management, threatened species conservation, land and infrastructure management, sustainable tourism and

visitation, and research and education programs. We work together with Aboriginal communities to manage and protect our parks on behalf of the people of NSW.

Primary purpose of the role

To provide coordination and strategic direction on the implementation of formal and informal joint management arrangements across North Coast Branch (NCB); to ensure consistency in meeting legislative obligations with regard to Aboriginal cultural heritage and native title; and to support NCB Areas in the high workload they have in engagement and consultation with Aboriginal partner groups and stakeholder organisations.

Manages the development and delivery of large scale complex multiple projects relevant to Aboriginal joint management including planning, scoping, resourcing, stakeholder consultation and key milestone reporting within a defined program of work ensuring completion within agreed timeframes, quality standards and at or below budget, and compliance with project management best practice standards, to support the achievement of NSW Government and corporate outcomes.

Key accountabilities

- Lead NPWS participation in whole of government native title negotiations with Aboriginal communities, including for Aboriginal joint management of parks, including liaison across NPWS and across Government.
- Provide strategic advice and support with the development, implementation, management and reporting of NPWS projects, and ensure senior management are fully briefed on compliance and risks as relates to native title and Aboriginal cultural heritage.
- Work with NPWS area, other DPE staff and Aboriginal communities to develop initiatives which enhance cultural, social and economic benefits delivered to Aboriginal communities through joint management and native title implementation.
- Develop and report on collaborative project plans, budgets, and timelines for overall project delivery to ensure the achievement of results including effective financial management and delivery of projects, including the establishment of governance arrangement to ensure appropriate planning, consultation and approvals occur as a part of project implementation.
- Develop and implement strategies and tools for the continuous monitoring and evaluation of projects and processes related to joint management and Aboriginal cultural heritage, including risk mitigation measures and best practice information
- Manage stakeholder relationships through effective communication, negotiation and issues management to ensure external stakeholders are optimally engaged throughout the development and implementation of priority NPWS programs.
- Lead and where appropriate, participate in cross branch, divisional, and external agency project teams, working parties and similar forums established to develop and deliver diverse projects and programs that support the implementation of Government policy initiatives.

Key challenges

- Managing confidential and sensitive consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests
- Understand and implement innovative solutions to address complex issues that ensure the delivery of key government objectives, including those that may be culturally sensitive or contentious.
- Establishing and maintaining an effective governance framework, managing risk, issues, benefits and priorities to deliver results in relation to agreed priority program deliverables.

Key relationships

Who	Why
Internal	
Director	• Receive broad guidance and professional support, provide expert advice and exchange information
Direct Reports/Project Teams	• Provide guidance and support, exchange information and facilitate their ongoing professional development
Branch	• Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing across all NCB staff • Maintain communication with and between NPWS Area Managers, Team Leader Rangers, BPM and Branch Programs Team Leaders to maximise knowledge exchange and process efficiencies
Division & NPWS	• Collaborate, consult, contribute to cross agency projects and programs and exchange information. • Liaise as required with Directors, senior Executive team and other appropriate staff, particularly within Aboriginal Partnerships, Planning and Heritage Branch, to progress and address significant issues
External	
Other Government Agencies	• Develop and maintain and relationships to facilitate the exchange of information and development of shared policy, processes and funding submissions.
External Stakeholders	• Develop and maintain effective partnerships and relationships to facilitate consultation and the exchange of information • Provide advice and guidance to stakeholders • Explore collaborative opportunities and other partnerships to increase engagement and achieve NPWS commitments and organisation objectives

Role dimensions

Decision making

This position operates with a high level of autonomy and is expected to determine work priorities within agreed work plan, make day to day operational decisions and exercise delegated authority. The position is fully accountable for the delivery of assigned projects and programs in compliance with NPWS's statutory obligations and according to the quality, accuracy and integrity required of the role.

Reporting line

Director, North Coast Branch

Direct reports

Joint Management Officer(s), NCB Branch Programs
Project Officer(s), Native Title and Joint Management ILUA Implementation

I work FOR NSW

Budget/Expenditure

TBA - subject to ILUA implementation funding and joint management funding from APPHB.

Key knowledge and experience

- Proven knowledge of legislative, policy and cultural context relating to native title, Aboriginal cultural heritage conservation and Aboriginal joint management of parks.
- Extensive experience in fostering and maintaining effective working relationships with Aboriginal community groups, facilitating knowledge exchange and promoting engagement between agencies.

Essential requirements

- Appropriate tertiary qualifications or demonstrated equivalent, relevant professional experience.
- Demonstrated project management skills and experience along with strong organisational skills to plan, manage and deliver multiple projects on time and within resources
- Thorough understanding and knowledge of financial, governance and risk management standards and practices associated with project management

Capabilities for the role
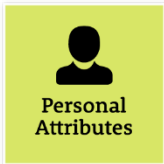
The NSW public sector capability framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles 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**
Personal Attributes	**Manage Self** Show drive and motivation, an ability to self-reflect and a commitment to learning	• Act as a professional role model for colleagues, set high personal goals and take pride in their achievement • Actively seek, reflect and act on feedback on own performance • Translate negative feedback into an opportunity to improve • Take the initiative and act in a decisive way • Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation	Advanced

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Present with credibility, engage diverse audiences and test levels of understanding • Translate technical and complex information clearly and concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Contribute to and promote information sharing across the organisation • Manage complex communications that involve understanding and responding to multiple and divergent viewpoints • Explore creative ways to engage diverse audiences and communicate information • Adjust style and approach to optimise outcomes • Write fluently and persuasively in plain English and in a range of styles and formats	Advanced
	Work Collaboratively Collaborate with others and value their contribution	• Recognise outcomes achieved through effective collaboration between teams • Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government • Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions • Network extensively across government and organisations to increase collaboration • Encourage others to use appropriate collaboration approaches and tools, including digital technologies	Advanced
Results	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Seek and apply the expertise of key individuals to achieve organisational outcomes • Drive a culture of achievement and acknowledge input from others • Determine how outcomes will be measured and guide others on evaluation methods • Investigate and create opportunities to enhance the achievement of organisational objectives • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control business unit output to ensure government outcomes are achieved within budgets • Progress organisational priorities and ensure that resources are acquired and used effectively	Advanced

I work FOR NSW

FOCUS CAPABILITIES			
Capability group/sets	**Capability name**	**Behavioural indicators**	**Level**
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	• Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements • Implement systems and processes that are underpinned by high-quality research and analysis • Look for opportunities to design innovative solutions to meet user needs and service demands • Evaluate the performance and effectiveness of services, policies and programs against clear criteria	Advanced
Business Enablers	**Technology** Understand and use available technologies to maximise efficiencies and effectiveness	• Identify opportunities to use a broad range of technologies to collaborate • Monitor compliance with cyber security and the use of technology policies • Identify ways to maximise the value of available technology to achieve business strategies and outcomes • Monitor compliance with the organisation's records, information and knowledge management requirements	Adept
	Project Management Understand and apply effective planning, coordination and control methods	• Prepare and review project scope and business cases for projects with multiple interdependencies • Access key subject-matter experts' knowledge to inform project plans and directions • Design and implement effective stakeholder engagement and communications strategies for all project stages • Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans and minimise impact • Manage transitions between project stages and ensure that changes are consistent with organisational goals	Advanced

I work FOR NSW

Capability group/sets	Capability name	Behavioural indicators	Level
		• Participate in governance processes such as project steering groups	
People Management	**Manage and Develop People** Engage and motivate staff, and develop capability and potential in others	• Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes • Adjust performance development processes to meet the diverse abilities and needs of individuals and teams • Develop work plans that consider capability, strengths and opportunities for development • Be aware of the influences of bias when managing team members • Seek feedback on own management capabilities and develop strategies to address any gaps • Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way • Monitor and report on team performance in line with established performance development frameworks	Adept
	Optimise Business Outcomes Manage people and resources effectively to achieve public value	• Initiate and develop longer-term goals and plans to guide the work of the team in line with organisational objectives • Allocate resources to ensure the achievement of business outcomes and contribute to wider workforce planning • When planning resources, implement processes that encourage the attraction and retention of people of diverse cultures, backgrounds and experiences • Ensure that team members base their decisions on a sound understanding of business and risk management principles, applied in a public sector context • Monitor performance against standards and take timely corrective actions • Keep others informed about progress and performance outcomes	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.

I work FOR NSW

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
Results	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	Adept
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate

I work FOR NSW