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| **Cluster** | Climate Change, Energy, the Environment and Water |
| **Agency** | Department of Climate Change, Energy, the Environment and Water |
| **Division/Branch/Unit** | Biodiversity, Conservation and Science |
| **Location** | Parramatta |
| **Classification/Grade/Band** | Environment Officer Class 8 |
| **Role Number** | TBC |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1229192 |
| **Date of Approval** | March 2024 (updated from October 2017, August 2021) |
| **Agency Website** | https://www.dcceew.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.

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.

# Primary purpose of the role

Implement robust and credible statewide strategic compliance and audit programs that ensure best regulatory practice and the delivery of innovative environmental and conservation outcomes, consistent with relevant policies, practices and statutory requirements.

# Key accountabilities

* Undertake analysis and actively participate in the implementation, evaluation and promotion of strategic compliance and audit programs throughout NSW.
* Contribute to strategic project design, development, implementation and issues management to support delivery of innovative environmental and conservation outcomes.
* Work collaboratively to support the development and implementation of compliance and regulatory practices and mechanisms such as state-wide frameworks to ensure transparency during audits and investigations, risk minimisation and good governance.
* Facilitate stakeholder agreement to implement practices that promote and support voluntary compliance and advance DCCEEW’s reputation as a fair and credible regulator.
* Carry out and conduct audits and strategic projects consistent with contemporary principles.
* Provide high level advice to support DCCEEW in meeting its obligation to apply regulatory and legislative changes that impact on compliance and regulatory policy and procedures.

# Key challenges

* Operating in a geographically dispersed team whilst contributing to high quality programs across multiple disciplines in a state-wide context.
* Dealing with community and a range of stakeholders whilst ensuring positive outcomes.
* Understanding the complexities of impacting issues in an operational context and gaining support for innovative solutions.

**Key relationships**

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| **Who** | **Why** |
| **Internal** |  |
| Senior Team Leader | * Receive broad guidance and support, provide advice, recommendations and exchange information. |
| Branch/Division | * Provide advice and information. |
| DCCEEW staff | * Establish and maintain effective working relationships to consult and collaborate on cross branch projects and related matters. |
| **External** |  |
| Other environmental regulation agencies and other government and non-government stakeholders | * Develop and maintain effective working relationships to ensure their involvement and engagement in developing forward looking and dynamic programs and practices. |

**Role dimensions**

## Decision making

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

## Reporting line

Role reports to the Senior Team Leader, Audit and Strategic Projects.

## Direct reports

Nil. **Budget/Expenditure** Nil.

# Key knowledge and experience

* Demonstrated knowledge of contemporary operational and strategic requirements for undertaking complex compliance programs, audits and investigations.

# Essential requirements

* Hold ISO 19011 auditor certification or similar or have capacity to obtain such certification within 3 months of commencement in this role.
* Current Driver Licence and willingness to travel.
* As this role carries a high degree of decision making and requires a significant level of integrity when conducting regulatory and compliance activities a Criminal History Check is a requirement of this role.

# 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 |
| **Work Collaboratively**  Collaborate with others and value their contribution | | Encourage a culture that recognises the value of collaboration  Build cooperation and overcome barriers to information sharing and communication across teams and units  Share lessons learned across teams and units  Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work  Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | 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 |
| Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | 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 |
|  | 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 |