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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** | National Parks and Wildlife Service / Conservation & Aboriginal Partnerships / Biodiversity and Ecological Health Branch / Assessments and Acquisitions |
| **Location** | Parramatta (negotiable) |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **Role Number** | 37001 |
| **ANZSCO Code** | 132411 |
| **PCAT Code** | 1127292 |
| **Date of Approval** | September 2024 |
| **Agency Website** | [www.nationalparks.nsw.gov.au](http://www.nationalparks.nsw.gov.au) & [www.dcceew.nsw.gov.au](http://www.dcceew.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

The Team Leader, Land Acquisitions and Dealings, is responsible for leading a team to support the growth of the protected area in NSW. The key functions include end to end processes for the purchasing of land, facilitating land transfers, and disposing of land, while effectively managing budgets to fulfill NSW Government and Corporate objectives. The team consists of multi-disciplinary experts and as Team Leader, you will cultivate and develop a team-based centre of excellence to develop and implement robust systems, processes, and practices. This role ensures the efficient and effective delivery of projects and programs.

# Key accountabilities

* Implement the State-wide land acquisition program, bringing high-value conservation areas into public ownership, adhering to financial and probity requirements, while collaborating with internal and external stakeholders.
* Collaborate with senior management on budgets and work plans, ensuring appropriate resource allocation for project outcomes.
* Negotiate land acquisitions with vendors, ensuring value without market distortion, and manage property purchases in line with public sector requirements.
* Oversee conveyancing, title transfer, and other property matters related to land acquisition and transfer.
* Provide specialist land tenure and cadastral advice, managing complex property issues with integrity.
* Advise the Manager, Assessments and Acquisitions, and senior management on land dealings, ensuring compliance with policies, guidelines, and legislation.
* Develop and maintain resilient systems and processes for corporate records, conservation statistics, and data related to land transactions, for effective program development and reporting.

Key challenges

* Managing the day-to-day work activities of the team and ensuring the necessary skills and experience are available to meet the challenges of a demanding and complex workload.
* Translating and communicating business objectives, polices and directives to the team to facilitate their engagement with and delivery on these objectives.
* Ensuring agreed project outcomes of the team are aligned to key NSW Government Agency and Divisional strategies and responsive to changing priorities.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | Receive broad guidance and professional support, provide high level specialist advice and exchange information |
| Direct Reports | Lead, support, manage and provide guidance and advice on all matters related to the team’s responsibilities |
| Branch | Consult and collaborate on cross branch projects and programs, provide advice and exchange information |
| Division/ DCEEWW | Develop and maintain effective working relationships to facilitate the exchange of information |
| **External** |  |
| Stakeholders | Develop and manage professional relationships, engage, consult and exchange information |

# Role dimensions

## Decision making

The Team Leader, Land Acquisitions and Dealings, operates with some level of autonomy, makes day to day decisions relating to work priorities and workload management, for the unit and direct reports and is accountable for the quality, integrity and accuracy of advice provided and content developed in relation to planning services.

## Reporting line

The role reports to the Manager, Assessments and Acquisitions.

## Direct reports

There are up to six (6) direct reports.

## Budget/Expenditure

TBC.

Knowledge and experience

* Extensive experience managing land acquisition and transfer programs within tight timeframes and budgetary constraints, complying with legislative framework requirements.
* Extensive experience in analysis, problem solving, and project management with a proven ability to identify issues and manage competing priorities while meeting deadlines.
* Demonstrated leadership skills with the ability to manage a team to consistently deliver a high-quality customer service against agreed performance standards.

Essential requirements

* Degree or equivalent qualifications in property valuation, land economics, or other relevant property related discipline and/or equivalent professional experience.

## 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

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| --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
| personal-attributes | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | Represent the organisation in an honest, ethical and professional way and encourage others to do so  Act professionally and support a culture of integrity  Identify and explain ethical issues and set an example for others to follow  Ensure that others are aware of and understand the legislation and policy framework within which they operate  Act to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
| personal-attributes | **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | Adapt existing skills to new situations  Show commitment to achieving work goals  Show awareness of own strengths and areas for growth, and develop and apply new skills  Seek feedback from colleagues and stakeholders  Stay motivated when tasks become difficult | Intermediate |
| 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 |
| results | **Plan and Prioritise**  Plan to achieve priority outcomes and respond flexibly to changing circumstances | Consider the future aims and goals of the team, unit and organisation when prioritising own and others’ work  Initiate, prioritise, consult on and develop team and unit goals, strategies and plans  Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses  Ensure current work plans and activities support and are consistent with organisational change initiatives  Evaluate outcomes and adjust future plans accordingly | Adept |
| results | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | Identify the facts and type of data needed to understand a problem or explore an opportunity  Research and analyse information to make recommendations based on relevant evidence  Identify issues that may hinder the completion of tasks and find appropriate solutions  Be willing to seek input from others and share own ideas to achieve best outcomes  Generate ideas and identify ways to improve systems and processes to meet user needs | Intermediate |
| business-enablers | **Procurement and Contract Management**  Understand and apply procurement processes to ensure effective purchasing and contract performance | Understand and comply with legal, policy and organisational guidelines and procedures relating to purchasing  Conduct delegated purchasing activities in line with procedures  Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements | Intermediate |
| people-management | **Manage and Develop People**  Engage and motivate staff, and develop capability and potential in others | Collaborate to set clear performance standards and deadlines in line with established performance development frameworks  Look for ways to develop team capability and recognise and develop individual potential  Be constructive and build on strengths by giving timely and actionable feedback  Identify and act on opportunities to provide coaching and mentoring  Recognise performance issues that need to be addressed and work towards resolving issues  Effectively support and manage team members who are working flexibly and in various locations  Create a safe environment where team members’ diverse backgrounds and cultures are considered and respected  Consider feedback on own management style and reflect on potential areas to improve | 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.

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| **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 | Intermediate |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| relationships | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| relationships | Work Collaboratively | Collaborate with others and value their contribution | Adept |
| relationships | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
| results | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| results | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Adept |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| business-enablers | Project Management | Understand and apply effective planning, coordination and control methods | Adept |
| people-management | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
| people-management | Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Intermediate |
| people-management | Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Intermediate |