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| **Cluster** | Planning, Industry and Environment |
| **Agency** | Environment, Energy & Science |
| **Division/Branch/Unit** | SEI Division, Conservation & Restoration Science Branch |
| **Role number** | 29358 |
| **Classification/Grade/Band** | EO11 |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 2119192 |
| **Date of Approval** | TBA |
| **Agency Website** | dpie.nsw.gov.au |

Agency overview

The Planning, Industry and Environment Cluster brings together the functions from the former Planning Environment and Industry Clusters.

The new Cluster will drive for greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. In particular, there will be a redoubling of emphasis on regional NSW.

The Environment, Energy and Science (EES) Group is part of the Department of Planning, Industry and Environment) aims to support a thriving, sustainable and resilient NSW. For more information go to dpie.nsw.gov.au

Primary purpose of the role

Provide scientific leadership to support the implementation of Conservation Science program and projects covering diverse and strategic environmental initiatives across NSW for animals, plants and ecosystems.

Key accountabilities

* Lead and manage the science and delivery of conservation programs and projects
* Identify issues and facilitate communication between stakeholders, providing recommendations on animals, plants and ecosystems. This includes issues of a complex, controversial and sensitive nature. Develop, implement, monitor, evaluate and report on a range of conservation research initiatives that meet organisational objectives and appropriate standards of scientific rigour
* Provide expert scientific advice, mentoring and support to the Science, Economics and Insights Division on the development, implementation, management and reporting of scientific projects, ensuring that technical and scientific considerations are properly considered by the Division.
* Provide science leadership through the brokering of scientific knowledge and maintain the highest standards of open communication, collaboration, data and knowledge management in accordance with EES policies.
* Manage project implementation, including preparing project plans, identifying and coordinating resources, developing and managing budgets, and negotiating reporting requirements.
* Prepare complex reports, discussion papers, submissions and other written materials ensuring appropriate endorsements, compliance with time constraints and consistency with protocols and standards
* Represent the organisation on a range of forums, advocating the organisation’s position on relevant issues, policies and programs

Key challenges

* Consulting and negotiating extensively with stakeholders to understand the complexities of science issues, develop the direction of science programs and to influence state and national science agendas.
* Exercising judgement, discretion and confidentiality when representing the organisation in public
* Developing and maintaining an extensive network of contacts in NSW public sector agencies, other jurisdictions, research institutions, the private sector and non-government organisations.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Receive guidance and support, provide advice and exchange information. |
| Staff | * Provide guidance, support, exchange information and facilitate their professional development. |
| Work team/ other staff | * Work collaboratively to contribute to achieving business outcomes.   Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing. |
| **External** |  |
| Business, community, local government and other government agencies | * Identify needs and expectations and adapt programs to engage a diverse range of customers * Identify and manage community and business impacts * Ensure a collaborative, strategic and integrated approach |

# Role dimensions

## Decision making

Exercise independence in managing projects and allocating resources within agreed parameters.

Make decisions about significant new program content / directions, routinely in consultation with the relevant Director.

## Reporting line

Reports to Senior Team Leader or allocated Supervisor

## Direct reports

Project teams as allocated

## Budget/Expenditure

As per project allocated

Essential requirements

Degree qualification in a relevant scientific field

Extensive experience in planning, implementing and managing complex projects to achieve priority conservation objectives.

Proven ability in influencing stakeholders to take action and deliver agreed outcomes.

# 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** |
|  | **Display Resilience and Courage**  Be open and honest, prepared to express your views, and willing to accept and commit to change | | Be flexible, show initiative and respond quickly when situations change  Give frank and honest feedback and advice  Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately  Raise and work through challenging issues and seek alternatives  Remain composed and calm under pressure and in challenging situations | Adept |
| **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 |
|  | **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 |
| **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | | Take responsibility for delivering high-quality customer-focused services  Design processes and policies based on the customer’s point of view and needs  Understand and measure what is important to customers  Use data and information to monitor and improve customer service delivery  Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers  Maintain relationships with key customers in area of expertise  Connect and collaborate with relevant customers within the community | Adept |
|  | **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 |
| **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 | | Understand all components of the project management process, including the need to consider change management to realise business benefits  Prepare clear project proposals and accurate estimates of required costs and resources  Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements  Identify and evaluate risks associated with the project and develop mitigation strategies  Identify and consult stakeholders to inform the project strategy  Communicate the project’s objectives and its expected benefits  Monitor the completion of project milestones against goals and take necessary action  Evaluate progress and identify improvements to inform future projects | Adept |
|  | **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 |

# 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** |
|  | Manage Self | | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Work Collaboratively | | Collaborate with others and value their contribution | Adept |
| Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Adept |
|  | Deliver Results | | Achieve results through the efficient use of resources and a commitment to quality outcomes | 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 | 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 |
|  | Inspire Direction and Purpose | | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
| Optimise Business Outcomes | | Manage people and resources effectively to achieve public value | Intermediate |
| Manage Reform and Change | | Support, promote and champion change, and assist others to engage with change | Intermediate |