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| **Cluster** | Climate Change, Energy, the Environment and Water |
| **Agency** | Biodiversity Conservation Trust |
| **Division/Branch/Unit** | Various |
| **Role number** | Various |
| **Classification/Grade/Band** | Environment Officer Class 9 |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 2119192 |
| **Date of Approval** | January 2024 (updated from June 2023) |
| **Agency Website** | www.bct.nsw.gov.au |

Agency overview

The Biodiversity Conservation Trust (BCT) is established under Part 10 of the Biodiversity Conservation Act 2016. The BCT’s roles are to support and encourage landholders to enter agreements to conserve and protect biodiversity on private land, guided by the government’s Biodiversity Conservation Investment Strategy; secure biodiversity offsets when developers choose to pay into the Biodiversity Conservation Fund; and other activities that promote greater awareness of, appreciation and understanding of, biodiversity and the importance of conserving it.

Primary purpose of the role

Provide operational policy advice, undertake operational policy development and independently manage specific complex and challenging projects relating to natural resource management and environmental programs.

Key accountabilities

* Develop, evaluate and review strategic and operational policy and program design.
* Undertake research to inform policy and program design, development and advice.
* Evaluate and prepare operational policy advice and program design as required in relation to a broad range of nature conservation issues across government, so that the organisation’s position and involvement in such matters is appropriate, consistent and credible.
* Contribute to multi-disciplinary teams undertaking policy, legislation and program design and review to facilitate involvement across the organisation in biodiversity conservation and native vegetation issues.
* Prepare Ministerial correspondence, briefing notes and submissions to ensure that the Minister and Senior Executive are adequately briefed on issues affecting the organisation.
* Contribute specialised input to the preparation of Cabinet Submissions on behalf of the Minister and prepare critical analysis of Cabinet Submissions or similar major governmental policy documents referred to the organisation as part of Cabinet or parliamentary processes.
* Coordinate and/or contribute to development of strategic programs to give effect to policies, particularly with regard to biodiversity conservation and native vegetation.
* Negotiate with other divisions and organisations to facilitate the planning and coordination of joint projects.

Key challenges

* Understanding complex and interrelated issues in an operational context and developing and recommending innovative solutions.
* Contributing to operational policy development and program design that is diverse, with significant community impact and which may attract high community and media scrutiny.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager/Supervisor | * Receive guidance and support, provide advice and exchange information.
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| Work team/Staff | * Work collaboratively to contribute to achieving business outcomes.
* Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing.
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| Client/customer | * Address queries and/or redirect to relevant party for review and resolution.
* Consult and liaise to obtain feedback regarding policy issues and directions.
* Communicate policy and program proposals.
* Provide advice on complex operational policy and program design issues.
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| **External** |  |
| Stakeholders | * Establish and maintain relationships to promote and encourage consultation and participation in the program design process
* Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives.
* Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing.
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# Role dimensions

## Decision making

The role operates with a reasonable level of autonomy within the context of their agreed work plan and makes decisions within the limits of delegated authority. The role is accountable for the delivery of assigned work and is directed by its supervisor/manager on work priorities, complex issues and all matters requiring a higher authority to determine and resolve issues.

## Reporting line

Role reports to Manager or allocated Supervisor.

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* Demonstrated knowledge and experience in natural resource management and planning for environmental issues, and a capacity to design operational policy and strategic programs for implementation.
* Understanding of the role and function of Government with respect to biodiversity conservation policy and legislation.
* Demonstrated ability to understand and work with technical and scientific information in the context of environmental programs including operational policy and program development.

## 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

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| --- | --- | --- | --- |
| **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 | Adapt existing skills to new situationsShow commitment to achieving work goalsShow awareness of own strengths and areas for growth, and develop and apply new skillsSeek feedback from colleagues and stakeholdersStay motivated when tasks become difficult | Intermediate |
| relationships | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiencesClearly explain complex concepts and arguments to individuals and groupsCreate opportunities for others to be heard, listen attentively and encourage them to express their viewsShare information across teams and units to enable informed decision makingWrite fluently in plain English and in a range of styles and formatsUse contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| relationships | **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | Take responsibility for delivering high-quality customer-focused servicesDesign processes and policies based on the customer’s point of view and needsUnderstand and measure what is important to customersUse data and information to monitor and improve customer service deliveryFind opportunities to cooperate with internal and external stakeholders to improve outcomes for customersMaintain relationships with key customers in area of expertiseConnect and collaborate with relevant customers within the community | Adept |
| results | **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | Understand the team and unit objectives and align operational activities accordinglyInitiate and develop team goals and plans, and use feedback to inform future planningRespond proactively to changing circumstances and adjust plans and schedules when necessaryConsider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goalsAccommodate and respond with initiative to changing priorities and operating environments | Intermediate |
| results | **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 evidenceAnticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experienceApply creative-thinking techniques to generate new ideas and options to address issues and improve the user experienceSeek contributions and ideas from people with diverse backgrounds and experienceParticipate in and contribute to team or unit initiatives to resolve common issues or barriers to effectivenessIdentify and share business process improvements to enhance effectiveness | Adept |
| business-enablers | **Finance**Understand and apply financial processes to achieve value for money and minimise financial risk | Understand that government services budgets are limited and must only be used for intended purposesAppreciate the importance of accuracy and completeness in estimating costs and calculating and recording financial informationBe aware of financial delegation principles and processesUnderstand basic compliance obligations related to using resources and recording financial transactions | Foundational |
| business-enablers | **Project Management**Understand and apply effective planning, coordination and control methods | Perform basic research and analysis to inform and support the achievement of project deliverablesContribute to developing project documentation and resource estimatesContribute to reviews of progress, outcomes and future improvementsIdentify 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.

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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 | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Intermediate |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| relationships | Work Collaboratively | Collaborate with others and value their contribution | Intermediate |
| 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 | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Foundational |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |