

Role Description

Senior Field Officer

Cluster	Planning & Environment
Agency	Office of Environment & Heritage
Division/Branch/Unit	National Parks and Wildlife Service
Location	Various
Classification/Grade/Band	Senior Field Officer Grade 1-2
Role Number	Generic
ANZSCO Code	TBC
PCAT Code	TBC
Date of Approval	January 2015
Agency Website	www.environment.nsw.gov.au

Agency overview

The NSW Office of Environment and Heritage (OEH) aims to enrich life in NSW by helping the community to conserve and enjoy our environment and heritage. For more information go to www.environment.nsw.gov.au

Primary purpose of the role

Undertake works and maintenance programs and co-ordinate and supervise the work of Field Officers and contractors ensuring that work is undertaken efficiently and within budget and set time frames such as assist in the delivery of Region/Area initiatives which enhance and preserve natural and cultural heritage and resources as well as the provision of high quality and safe recreational facilities for the public.

Key accountabilities

- Lead and supervise staff and contractors, volunteers and other individuals or groups in the implementation of field construction and maintenance programs. Works include construction and maintenance of roads, tracks and firetrails, directional and interpretive signage, walking tracks, visitor facilities and works to protect and rehabilitate natural and cultural heritage assets including undertaking, recording and monitoring pest, plant and animal control programs.
- Assist the Field Supervisor in developing and regularly reviewing performance agreements and staff development plans with the Field Officers, conduct or facilitate on-the-job training of Field Officers and identify and recommend other training needs to the supervisor to ensure that requisite competencies are obtained.
- Ensure programs are implemented in accordance with approved plans, specifications and prescriptions and are completed in accordance with The Agency and Public Service Guidelines, administrative requirements, with safety, on time and within budget.
- Operate and supervise the operation of plant and equipment, (including workshop tools, power tools, motor vehicles, firefighting equipment, chain saws, tractors, bulldozers, graders, trucks, pumps,

generators), in accordance with RTA and Workcover Standards, Standard Operating Procedures, Job Safety Analyses and manufacturers guidelines to ensure relevant work safety requirements are met.

- Perform fire management roles at least up to and including crew leader, and participate in hazard reduction and fire suppression; assist with incident management including search and rescue; carry out law enforcement duties (under delegation) in accordance with training and accreditation (on their authority card) at a higher level than the Field Officer, to ensure park safety and legal responsibilities are met.
- Use financial and asset management systems to assist the Field Supervisor in managing and reporting on asset maintenance and tracking and monitoring operational effort and resource use.
- Ensure that The Agency's safe work procedures and the requirements of the Work Health and Safety Act are met in relation to activities required of this role to ensure the safety of personnel and the public.
- Undertake administrative activities and order and coordinate materials and services in accordance with The Agency's administrative guidelines to ensure administrative requirements are delivered in accordance with The Agency and Public Service standards and within assigned budgets.

Key challenges

- Operating with high level of day to day independence to make practical decisions in the field regarding suitability and utilisation of equipment and staff resources to implement work programs within the guidelines of set priorities.
- All work must be undertaken with commitment to the Agency's statutory obligations to care and maintain the Region/Areas natural and cultural heritage, particularly the establishment of new facilities.
- Makes decisions and recommendations regarding the health and safety of the field staff, contractors and volunteers. Consider and appropriately manage the safety of the public and all others who enter in and around the work areas in the geographical area of responsibility.

Key relationships

Who	Why
Internal	
Field Supervisor /Senior Field Supervisor or other supervisory role	<ul style="list-style-type: none"> • Provide input/information to the supervisor to assist in the determination of work priorities.
Other Senior Field Officers	<ul style="list-style-type: none"> • May be required to operate as part of a team with Senior Field Officers including those from other operational areas.
Field Officers	<ul style="list-style-type: none"> • Supervise and facilitate training
Other Staff	<ul style="list-style-type: none"> • Primarily with other staff within the Region/Area including Rangers on matters such as work programs and priority setting. • Often required to provide practical advice to other staff on a range of park use issues.
Contractors	<ul style="list-style-type: none"> • Lead and supervise contractors on specific projects and activities.
External	
General Public	<ul style="list-style-type: none"> • Communicate information and advice to visitors and stakeholders on natural and cultural heritage values, park access and facilities, park usage and regulations. • Exercise delegated authority for law enforcement in accordance with knowledge, skills and grade, as necessary.

Who	Why
	<ul style="list-style-type: none"> • Liaise with neighbours and providers of goods and services, to develop effective working relationship.
Other Government departments and stakeholders	<ul style="list-style-type: none"> • Liaise with officers of other government departments such as the Roads and Maritime Service, NSW Police, Rural Fire Service and Local Councils as appropriate • Communicate in regards to such matters as fire management, works and park usage.

Role dimensions

Decision making

Work performed includes all work within the Field Officer role. Within the boundaries of the role description work and the balance of work may vary depending on the needs of the area in which the role is located. Exercise delegated authority for law enforcement to appropriate level of knowledge, skills & experience as necessary to ensure appropriate use of Agency facilities & the protection of natural and cultural resources. Make decisions on a day to day basis regarding the utilisation of equipment to suit work needs. Higher level fire management duties may be undertaken depending on personal competency. May be required to obtain a firearms licence and use a firearm in pest control work.

Reporting line

Role reports to the Field Supervisor or Senior Field Supervisor.

Direct reports

Field Officers and contractors.

Budget/Expenditure

TBA

Essential requirements

- Ability to work with the Agency's statutory obligations as they apply to conservation of natural, Aboriginal and cultural heritage and resources, and willingness to exercise delegated authority for law enforcement.
- Demonstrated experience in the maintenance/construction of general facilities and grounds. Ability to supervise and carry out all duties safely in accordance with OH&S requirements.
- Relevant WorkCover Certification, ability and experience for the appropriate operation and maintenance of machinery, plant and equipment for maintenance and construction work.
- Ability to implement planned field and operational activities (including pest animal and plant control); and demonstrated skills and experience in fire management.
- Demonstrated administrative and organisation skills and capacity for working with various software programs, including ability to use the Agency's financial and asset management systems.
- Current MR Drivers Licence and ability to drive 4wd vehicles, Senior First Aid Certificate, and demonstrated ability and experience in operating MR vehicles, and willingness to fly in light aircraft.
- Certification and demonstrated ability and experience in operating chainsaw to at least cross-cut level, and ability to operate and supervise in radio usage.

The role of Senior Field Officer, including firefighting related activities, is very physically demanding, requiring heavy muscular activity, lifting, carrying, pushing and pulling loads, bending, climbing, and driving a variety of vehicles. Senior Field Officer applicants must meet the requirements of a specific medical assessment, which is inclusive of a clearance to undertake the fitness test for firefighting fitness roles. The applicant must pass the task based fitness assessment to a moderate level within the probationary period (12 months).






The role holder must obtain certification at the appropriate level prior to undertaking firefighting/incident control duties.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational
 People Management	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> • Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Results Deliver Results	Foundational	<ul style="list-style-type: none"> • Complete own work tasks under guidance, within set budgets, timeframes and standards • Take the initiative to progress own work • Identify resources needed to complete allocated work tasks • Seek clarification when unsure of work tasks
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> • Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified • Use financial and other resources responsibly
Business Enablers Project Management	Foundational	<ul style="list-style-type: none"> • Plan and deliver tasks in line with agreed schedules • Check progress against schedules, and seek help to overcome barriers • Participate in planning and provide feedback about improvements to schedules
People Management Manage and Develop People	Foundational	<ul style="list-style-type: none"> • Clarify work required, expected behaviours and outputs • Contribute to developing team capability and recognise potential in people

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Give support and regular constructive feedback that is linked to development needs• Identify appropriate learning opportunities for team members• Recognise performance issues that need to be addressed and seek appropriate advice
