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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 & Wildlife Service / Park Operation** |
| **Location** | **Various** |
| **Classification/Grade/Band** | **Clerk Grade 9/10** |
| **Role Number** | **Generic** |
| **ANZSCO Code** | **899999** |
| **PCAT Code** | **1119192** |
| **Date of Approval** | **15 October 2016 (updated September 2024 ; April 2023 and September 2022)** |
| **Agency Website** | [**www.nationalparks.nsw.gov.au**](http://www.nationalparks.nsw.gov.au) **&** [**www.dpie.nsw.gov.au**](http://www.dpie.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 role is responsible for providing leadership and strategy development for the Bushfire Management Program (BMP) within the National Parks and Wildlife Service (NPWS). This role leads and manages a team and develops regional program strategies, fire management operational planning, program delivery coordination, performance monitoring and review, and financial management related to the BMP and other relevant fire operations projects at a branch level.

# Key accountabilities

* Lead and manage a team of fire and incident front-line staff coordinating and delivering the Bushfire Management Program (BMP) with branch staff, and supporting the agencies fire management objectives and legislative requirements, including operational planning and financial management of the branch’s BMP allocation.
* Develop reserve bushfire fuel mitigation strategies and operational delivery proposals applying risk assessment analysis and cost effective options related to fire management on public lands.
* Deliver branch reserve delivery targets and operational performance monitoring and review schedules, including relevant reporting and analytics for internal and external stakeholders.
* Manage rapidly changing priorities relevant to the BMP and other projects, whilst maintaining a focus on the quality of outputs and outcomes relevant to the fire management program.
* Deliver effective and relevant communications to the BMP team, branch staff and management, and the Fire and Incidents Operations Branch and external fire agencies and relevant authorities.
* Contribute and support the implementation and continuous improvement of reporting processes and operational systems to facilitate efficient monitoring of agency operational risk management and work health and safety (WH&S) accountabilities as they relate to fire and other incident management.
* Develop and maintain working relationships and engagement with NPWS branch staff, internal Environment and Heritage stakeholders and external agencies including NSW Forest Corporation, NSW Rural Fire Service and NSW Fire and Rescue on joint agency projects and initiatives.

# Key challenges

* Provide fire management leadership and coordination to the BMP team and branch staff during periods of hazard reduction coordination and fire incident emergency response.
* Build meaningful relationships and communicate effectively with interagency staff and internal staff, and exercise sound judgement in managing operational issues and emergency response in consultation with the Branch Management Team and other fire and emergency services agencies to achieve consistent organisational outcomes.
* Analyse complex business and operational issues relevant to fire, land and emergency management practices, and provide solutions with a range of considered perspectives and consultation with external partners and stakeholders including fire and emergency agencies and the community.

**Key relationships**

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager/Supervisor | * Problem solve collectively, escalate issues, receive guidance and support, and provide advice and exchange information. |
| Work team | * Provide leadership and support and manage the team’s professional development. |
| Staff | * Work collaboratively to contribute to achieving business outcomes. * Provide effective working relationships to deliver engagement, consultation, issue resolution and information sharing. |
| **External** |  |
| Stakeholders | * Negotiate and liaise with a variety of partners and stakeholders to enable the timely delivery of business outcomes. |

# Role dimensions

## Decision making

The role is expected to operate with a high level of autonomy, makes day-to-day decisions relating to work priorities and workload management for themselves and any staff supervised. The role is accountable for the quality, integrity and accuracy of content of advice provided.

Operational issues can be politically sensitive and the role will need to exercise sound judgement and consideration of many influences. The role is directed by the supervisor/manager on work priorities, complex issues and all matters requiring a higher authority to determine and resolve issues.

## Reporting line

## The role reports to the Branch Programs Manager.

## Direct reports

The role has two (2) direct reports and is accountable for the entire BMP team within the Branch.

## Budget/Expenditure

As per the Branch’s Bushfire Management Program allocation.

**Essential requirements**

* Relevant qualifications and/or experience in fire and land management practices, with proven experience in delivering program outcomes and proven project management experience.
* Demonstrated experience in leading teams and delivering business change results.
* Willingness to work weekends and after hours as required and the ability and willingness to participate in the management of wildfire and other emergency incidents.
* Current Australian drivers’ licence and willingness to fly in light aircraft.

# 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.

| **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 |
|  | **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 |
|  | **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 |
|  | **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.

| **Capability group/sets** | **Capability name** |  | **Description** | **Level** |
| --- | --- | --- | --- | --- |
|  | Act with Integrity | | Be ethical and professional, and uphold and promote the public sector values | Intermediate |
|  | Manage Self | | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
|  | 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 |
|  | Work Collaboratively | | Collaborate with others and value their contribution | Advanced |
|  | 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 |
|  | Think and Solve Problems | | Think, analyse and consider the broader context to develop practical solutions | Adept |
|  | Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
|  | 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 | Adept |
|  | 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 |