|  |  |
| --- | --- |
| **Cluster** | Planning & Environment |
| **Agency** | Department of Planning & Environment |
| **Division/Branch/Unit** | Environment & Heritage / National Parks & Wildlife Service |
| **Location** | Negotiable  |
| **Classification/Grade/Band** | Clerk Grade 7/8 |
| **ANZSCO Code** | 261111 |
| **Role Number** | Generic |
| **PCAT Code** | 1226892 |
| **Date of Approval** | September 2017 (updated May 2023; and October 2021) |
| **Agency Website** | www.nationalparks.nsw.gov.au & www.dpie.nsw.gov.au |

**Agency overview**

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

The Environment & Heritage (E&H) Group within DPE brings together a range of functions including national park management, biodiversity and conservation, climate change, sustainability, resilience and adaptation, renewable energy and energy security, and circular economy policy. The work of the Group is supported by centres of excellence in policy; science; economics; data analytics and insights.

# 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 7.5 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

Provide diverse specialist GIS and related data services including support, coordination and application, advising, managing and undertaking projects involving complex GIS analysis for bushfire risk management across NSW.

# Key accountabilities

* Participate in the identification, analysis, scoping and developing management strategies for diverse spatial data management issues; participate in the planning and implementation of key research survey projects.
* Participate in the design and implementation of systems for spatial data capture, storage and access; set and maintain map presentation standards in collaboration with spatial and data teams across NPWS, DPE and the NSW Government as required.
* Establish and maintain GIS databases and data to a designated standard; undertake data preparation and validation ensuring effective and efficient capture and storage and ensure up to date spatial data sets are accessible and available to support program delivery.
* Support diverse highly technical aspects of GIS including high level GIS analysis and manipulation, management of data and map production; undertake manipulation and analysis of GIS data as part of core activities and, in response to departmental and government initiatives, respond to internal and external spatial data requests within strict time frames.
* Develop spatial, analytical and decision support tools, models and approaches in collaboration with stakeholders to drive strategic direction across the department and government; coordinate spatial software requirements and developments; project manage program-specific software development, including external contract management.
* Implement systematic processes for comprehensively testing new software functionality; identify and communicate issues to software developers.
* Provide technical support for a range of spatial data and software requirements, principally ESRI software; assist with specialised GIS techniques including remote sensing and other related technologies and provide specialist advice on the design and implementation of systems for spatial data capture, storage and access.

# Key challenges

* Designing and implementing secure and accessible systems for data storage, analysis and management for a new and ambitious program across NSW which is likely to produce data on a scale not previously experienced by the organisation.
* Introducing GIS technology to individuals and groups with limited previous exposure to it; troubleshooting and/or applying new GIS solutions to long-standing planning and management issues.
* Responding to changing legislation and operational developments that affect work load in terms of a direct increase in the agency’s need to develop spatial data for bushfire risk assessment, planning and management.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager  | Receive broad guidance, provide expert advice, consult and negotiate on key operational priorities and exchange information |
| Team | Work collaboratively, contribute to team objectives, provide support and exchange information  |
| Branch/Divisions | Collaborate and consult on cross branch/divisional programs and projects, exchange information |
| **External** |  |
| Stakeholders/Clients | Develop and maintain effective communication links, provide advice and information |

# Role dimensions

## Decision making

The Spatial Data Officer determines their day to day work priorities within approved work and development plans, which may be varied from time to time by their supervisor. The role works as part of a team and discusses complex problems with other specialists across the department as well as equivalent roles in other agencies.

## Reporting line

Various

## Direct reports

Nil

## Budget/Expenditure

Nil

# Essential requirements

* Appropriate tertiary qualifications relevant to the discipline or equivalent experience
* Sound knowledge of GIS theory and how it is applied in an environmental management agency.
* Demonstrated advanced skills and experience with both raster and vector based GIS, including ESRI products and an understanding of GIS modelling techniques.
* Experience in data management principles within a geodatabase, including schema development and management, building models and scripts to help manage data in accordance with defined standards
* 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.

| **FOCUS CAPABILITIES** |
| --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
|  | **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 |
| **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 |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | * Tailor communication to diverse audiences
* Clearly explain complex concepts and arguments to individuals and groups
* Create opportunities for others to be heard, listen attentively and encourage them to express their views
* Share information across teams and units to enable informed decision making
* Write fluently in plain English and in a range of styles and formats
* Use contemporary communication channels to share information, engage and interact with diverse audiences
 | Adept |
| **Work Collaboratively**Collaborate with others and value their contribution | * Build a supportive and cooperative team environment
* Share information and learning across teams
* Acknowledge outcomes that were achieved by effective collaboration
* Engage other teams and units to share information and jointly solve issues and problems
* Support others in challenging situations
* Use collaboration tools, including digital technologies, to work with others
 | Intermediate |
|  | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | * Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomes
* Make sure staff understand expected goals and acknowledge staff success in achieving these
* Identify resource needs and ensure goals are achieved within set budgets and deadlines
* Use business data to evaluate outcomes and inform continuous improvement
* Identify priorities that need to change and ensure the allocation of resources meets new business needs
* Ensure that the financial implications of changed priorities are explicit and budgeted for
 | 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 |
|  | **Technology**Understand and use available technologies to maximise efficiencies and effectiveness | * Identify opportunities to use a broad range of technologies to collaborate
* Monitor compliance with cyber security and the use of technology policies
* Identify ways to maximise the value of available technology to achieve business strategies and outcomes
* Monitor compliance with the organisation’s records, information and knowledge management requirements
 | Adept |
| **Project Management**Understand and apply effective planning, coordination and control methods | * Perform basic research and analysis to inform and support the achievement of project deliverables
* Contribute to developing project documentation and resource estimates
* Contribute to reviews of progress, outcomes and future improvements
* Identify 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.

| **COMPLEMENTARY CAPABILITIES** |
| --- |
| **Capability group/sets** | **Capability name** |  | **Description** | **Level**  |
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| 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 |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
|  | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| 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 | Foundational |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |