|  |  |
| --- | --- |
| **Cluster** | Planning & Environment |
| **Agency** | Department of Planning & Environment |
| **Division/Branch/Unit** | Environment & Heritage / Biodiversity Conservation & Science / Science, Economics & Insights |
| **Location** | Lidcombe or key SEI locations (including flexible location options) |
| **Classification/Grade/Band** | Environment Officer Class 9 |
| **Role Number** | Various |
| **ANZSCO Code** | 234311 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | February 2023 (updated from March 2022) |
| **Agency Website** | 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.

Primary purpose of the role

The Senior Scientist is responsible for providing advanced technical, scientific and analytical support and guidance for scientific programs and projects, with a focus on greenhouse gas emissions estimation and mitigation, with a primary focus on land sector modelling.

# Key accountabilities

* Support and influence the strategic direction of climate and atmospheric science priorities and knowledge.
* Support the development and delivery of high quality, cost-effective discrete climate, atmospheric science and greenhouse gas emissions modelling and abatement programs and projects that meet organisational objectives and appropriate standards of scientific rigour.
* Develop and maintain a range of collaborative networks across E&H, universities, government agencies and other research providers to support the delivery of science programs and keep up to date with the latest science.
* Provide expert advice and communication to relevant stakeholders across E&H regarding the status of projects which contribute to the development and the direction of E&H.
* Maintain the highest standards of open communication, collaboration, data and knowledge management in accordance with E&H policies to support effective knowledge sharing within E&H.
* Prepare a range of project related documents, including briefing papers, discussion papers, reports, research papers, submissions and responses to information requests, develop and present scientific and technical presentations that explain complex processes clearly and are suitable for a range of audiences.
* Contribute to the development of project management methodologies and processes that improve productivity, encourage innovation and develop teamwork to enhance the delivery of science across E&H.
* Manage aspects of scientific project implementation, including monitoring project plans, coordinating resources, managing budgets, maintaining an awareness of time and budget constraints and maintaining WHS procedures to ensure that science projects are delivered to agreed timelines and quality.

Key challenges

* Working within the team and with collaborators to consistently deliver high quality data and advice.
* Maintaining an extensive working knowledge of a relevant scientific field.
* Developing and maintaining a diverse 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/Supervisor | * Escalate issues, keep informed, advise and receive direction.
* Prepare briefings, advice and correspondence for consideration by the Manager/Supervisor.
 |
| Work team/other staff | * Develop and maintain cooperative and productive working relationships; collaborate.
* Ensure that communication channels are appropriate, efficient and effective.
 |
| **External** |  |
| Stakeholders | * Develop and maintain relationships.
* Obtain information and feedback on targeted projects and programs.
 |

# Role dimensions

## Decision making

Set own priorities within the parameters and directions of priority programs, maintaining a degree of independence in developing a suitable approach in assisting on allocated projects and providing regular progress reports to the Manager and the Branch management team.

## Reporting line

The role reports to the allocated Supervisor/Manager.

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* Well-developed knowledge and experience in developing and delivering rigorous science projects relating to greenhouse gas emissions estimation and modelling or land sector modelling, including the abatement of emissions.
* Experience working collaboratively with a team to deliver customer focused results from science projects.
* Experience in project management including budgets, allocation of resources, and ability to report on results achieved.

Essential requirements

* Relevant science qualifications or equivalent experience in a science related field.

# 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**  |
|  | **Manage Self**Show drive and motivation, an ability to self-reflect and a commitment to learning | Keep up to date with relevant contemporary knowledge and practicesLook for and take advantage of opportunities to learn new skills and develop strengthsShow commitment to achieving challenging goalsExamine and reflect on own performanceSeek and respond positively to constructive feedback and guidanceDemonstrate and maintain a high level of personal motivation | Adept |
|  | **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 |
| **Work Collaboratively**Collaborate with others and value their contribution | Encourage a culture that recognises the value of collaborationBuild cooperation and overcome barriers to information sharing and communication across teams and unitsShare lessons learned across teams and unitsIdentify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to workActively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | 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 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 |
|  | **Technology**Understand and use available technologies to maximise efficiencies and effectiveness | Identify opportunities to use a broad range of technologies to collaborateMonitor compliance with cyber security and the use of technology policiesIdentify ways to maximise the value of available technology to achieve business strategies and outcomesMonitor compliance with the organisation’s records, information and knowledge management requirements | 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 benefitsPrepare clear project proposals and accurate estimates of required costs and resourcesEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsIdentify and evaluate risks associated with the project and develop mitigation strategiesIdentify and consult stakeholders to inform the project strategyCommunicate the project’s objectives and its expected benefitsMonitor the completion of project milestones against goals and take necessary actionEvaluate progress and identify improvements to inform future projects | 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**  |
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | 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 | Intermediate |
|  | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| 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 | Intermediate |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |