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| **Cluster** | Department of Climate Change, Energy, the Environment and Water |
| **Group/ Directorate** | Biodiversity Conservation Science (BCS) |
| **Division/Branch/Unit** | Science and Insights Division/Conservation & Restoration Science/Fire & Culture Science Team |
| **Location** | Parramatta or key Science & Insights location |
| **Classification/Grade/Band** | Environment Officer Class 11 |
| **Role Number** | 42682 |
| **ANZSCO Code** | 234311 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | February 2020 (updated November 2024) |
| **Agency Website** | [www.dcceew.nsw.gov.au](http://www.dcceew.nsw.gov.au)  |

Agency overview

The 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.

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.

Primary purpose of the role

Lead a small team conducting cultural science for internal DCCEEWW clients and external stakeholders. Coordinate, manage and design, discrete cultural science research programs to build knowledge and understanding of the role of culture in land management and related scientific research. Support the recognition and integration of culture into land management programs.

# Key accountabilities

* Develop, lead and deliver high quality, cost-effective discrete Cultural Science projects that meet organisational objectives and appropriate standards of cultural and scientific rigour.
* Develop and maintain a range of collaborative networks across BCS, universities, government agencies, communities and other stakeholders to support and advance the delivery of science programs and to keep up to date with the latest science.
* Provide expert cultural and scientific advice and support to the Science Division on the development, implementation, management and reporting of scientific projects, ensuring that technical and scientific considerations are properly considered by the Division.
* Broker scientific and cultural knowledge and maintain the highest standards of open communication, integrity, collaboration, data and knowledge management in accordance with BCS policies.
* Deliver continuous improvement in science and cultural communication including developing and managing communication plans and preparing and delivering documents and presentations that explain complex processes associated with projects managed, clearly and are suitable for a wide range of technical and non-technical audiences.
* Promote and manage the development of project management methodologies and processes that improve productivity, encourage innovation, develop teamwork and enhance the delivery of science across the BCS.
* Manage project implementation, including preparing project plans, identifying and coordinating resources, developing and managing budgets, and negotiating reporting requirements.
* Support the delivery of science excellence by fostering a culture of high-performance that encourages innovation, promotes teamwork, improves productivity and realises staff development opportunities.

Key challenges

* Develops and maintains an extensive network of contacts in NSW public sector agencies, other jurisdictions, research institutions, the private sector, non-government organisations and communities. The position holder consults and negotiates extensively to develop the direction of cultural science programs and to influence integration of culture in state and national science agendas.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager | * Escalate issues, keep informed, advise and receive direction
* Prepare briefings, advice and correspondence for consideration by the Manager
 |
| Work team/other internal staff | * Develop and maintain cooperative and productive working relationships; collaborate
* Ensure that communication channels are appropriate, efficient and effective.
 |
| **External** |  |
| External Stakeholders | * Develop and maintain relationships
* Obtain information and feedback on targeted projects and programs
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# Role dimensions

## Decision making

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

## Reporting line

Senior Team Leader, Fire and Cultural Science

## Direct reports

Between 3 and 10 direct reports.

## Budget/Expenditure

Nil.

Essential requirements

* Tertiary qualifications or comparable experience with applying Aboriginal culture in land or water landscape management or planning
* This is an identified role under Section 14d of the Anti-Discrimination Act 1977 and as such Aboriginality is an essential requirement of the role. Aboriginal identified positions are developed where Aboriginal identity, cultural knowledge or connections are a genuine aspect of the role. Positions are specifically noted under the provisions of the NSW Anti-discrimination Act (1977) for Aboriginal people who meet the following criteria:
* is of Aboriginal and/or Torres Strait Islander descent, and
* identifies as an Aboriginal and/or Torres Strait Islander person, and
* is accepted as such by the Aboriginal and/or Torres Strait Islander community.
* Current NSW Driver’s license
* Willingness to travel (including regional and city-based travel), including willingness to stay overnight in non-established camps in remote areas
* Demonstrated experience working with Aboriginal people, government organisations and communities with the ability to communicate across cultures

# Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employ BCS. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://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** |
|  | Display Resilience and Courage | Intermediate |
| Act with Integrity | Adept |
| **Manage Self** | **Adept** |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Advanced** |
| Commit to Customer Service | Intermediate |
| Work Collaboratively | Adept |
| **Influence and Negotiate** | **Adept** |
|  | **Deliver Results** | **Adept** |
| Plan and Prioritise | Adept |
| **Think and Solve Problems** | **Adept** |
| Demonstrate Accountability | Adept |
|  | Finance | Intermediate |
| **Technology** | **Adept** |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **Advanced** |
|  | Manage and Develop People | Intermediate |
| Inspire Direction and Purpose | Intermediate |
| Optimise Business Outcomes | Intermediate |
| Manage Reform and Change | Intermediate |

## 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**Manage Self | Adept | Look 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 a high level of personal motivation |
| **Relationships**Communicate Effectively | Advanced | Present with credibility, engage varied audiences and test levels of understandingTranslate technical and complex information concisely for diverse audiencesCreate opportunities for others to contribute to discussion and debateActively listen and encourage others to contribute inputsAdjust style and approach to optimise outcomesWrite fluently and persuasively in a range of styles and formats |
| **Relationships**Influence and Negotiate | Adept | Negotiate from an informed and credible positionLead and facilitate productive discussions with staff and stakeholdersEncourage others to talk, share and debate ideas to achieve a consensusRecognise and explain the need for compromiseInfluence others with a fair and considered approach and sound argumentsShow sensitivity and understanding in resolving conflicts and differencesManage challenging relations with internal and external stakeholdersPre-empt and minimise conflict |
| **Results**Deliver Results | Adept | Take responsibility for delivering on intended outcomesMake sure team/unit staff understand expected goals and acknowledge successIdentify resource needs and ensure goals are achieved within budget and deadlinesIdentify changed priorities and ensure allocation of resources meets new business needsEnsure financial implications of changed priorities are explicit and budgeted forUse own expertise and seek others’ expertise to achieve work outcomes |
| **Results**Think and Solve Problems | Adept | Research and analyse information, identify interrelationships and make recommendations based on relevant evidenceAnticipate, identify and address issues and potential problems and select the most effective solutions from a range of optionParticipate in and contribute to team/unit initiatives to resolve common issues or barriers to effectivenessIdentify and share business process improvements to enhance effectiveness |
| **Business Enablers**Technology | Adept | Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasksIdentify opportunities to use a broad range of communications technologies to deliver effective messagesUnderstand, act on and monitor compliance with information and communications security and use policiesIdentify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the businessSupport compliance with the records, information and knowledge management requirements of the organisation |
| **Business Enablers**Project Management | Advanced | Prepare scope and business cases for more ambiguous or complex projects including cost and resource impactsAccess key subject-matter experts’ knowledge to inform project plans and directionsImplement effective stakeholder engagement and communications strategy for all stages of projectsMonitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planningDevelop effective strategies to remedy variances from project plans, and minimise impactsManage transitions between project stages and ensure that changes are consistent with organisational goals |