



Request for Consideration of Recruitment – Creation and recruitment for a new role (non-Fieldglass) – Project Officer Ecosystems and Threatened Species - Threatened Species and Ecosystems

Once complete, please submit this document and relevant HR forms to Divisional Coordination (bcd.divcoordination@environment.nsw.gov.au).

For ongoing or temporary recruitment of a new or existing role: complete Sections 1 and 3 (all fields are mandatory)

For temporary extensions (assignments or employees): complete Sections 1, 2 and 3 (all fields are mandatory)

Section 1: Role Details

Division: Conservation Policy and Programs

Branch: Threatened Species and Ecosystems

Role title: Project Officer, Ecosystems & Threatened Species

Role number: New role

Grade: EO7

Position location: 4PSQ (flexible)

Is this an existing role or a new role (if a new role attach a EST1 form): New role

What type of recruitment action is being requested: suitability assessment/comparative assessment/talent pool/temporary extension/direct appointment/Expression of Interest: Comparative assessment (Talent Pool or external advertisement)

Is the appointment being requested temporary or ongoing: Temporary

If temporary employment what is the proposed end date: 30 June 2027

Section 2: Temporary Extensions

If an extension, what was the staff member's original start date in the role? *Click or tap to enter a date.*

If an extension, what type of recruitment action was originally undertaken for the appointment? i.e. suitability assessment or comparative assessment?)
Click or tap here to enter text.

Current end date: *Click or tap to enter a date.*

Length of the extension requested and/or end date?
Click or tap here to enter text.

Section 3:

Fund source: External – SoS-BCD MoU – EX-6842-T20101

Is this a revenue generating role? No

Timing: 21 August 2024

Criticality: High priority
The role will support the work outlined in the SoS/BCT MoU.

Additional comments: Part-time role – 17.5 hours per week

Recruitment Principles

Please outline how the role meets the Directorate's Recruitment Principles. Alternatively, should the role not correspond to one of the recruitment principles, please note 'Nil' in the appropriate field below. All fields should be completed for the proposed role. The principles outlined below will not determine the outcome in individual cases, with the leadership team to exercise judgement in determining how to proceed in individual circumstances.

Does the role perform critical functions and presents a reputational risk if not filled?	Yes – necessary to meeting the requirements within the SoS/BCT MoU 1 st tranche projects (DOC24/230038)
Is this a role undertaken jointly with an external partner?	No
Is this a short-term backfill of an existing critical role?	No
Does this role address unintentional short-term impacts on an individual?	No
Does this role have a significant impact on the budget position?	No
Is this role based in Regional NSW?	New role so location flexible

Finance Advice

LEC Funds? Yes

Comment: The LEC Budget of EX-6842-T20101 is 76k for FY2024-25.

HR Advice

GSE compliant? Yes

Comment: It is noted that once this role has been created, a comparative assessment process will be undertaken to fill the temporary role.

Stella Yang

Senior Business Advisor
Date: 20/08/2024

Tracy Jenner

Senior People Partner
Date: 2/08/2024

Director Approval

Approved

Comment: Click or tap here to enter text.

Alison Schumacher

Director Threatened Species and Ecosystems
Conservation Policy and Programs Division
Date: 20/08/2024

Executive Approval

Approved

Sharon Molloy

Executive Director
Conservation Policy and Programs
Date: 21/08/2024

Attachments

Tab	Title
1	Role description (approved by Role Design)
2	EST1 Request to Create New Role
3	Details of external funding