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| **Cluster** | Climate Change, Energy, The Environment and Water |
| **Agency** | Department of Climate Change, Energy, the Environment and Water (DCCEEW) |
| **Division/Branch/Unit** | National Parks and Wildlife Service / Park Operations Division  |
| **Location** | Various |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **ANZSCO Code** | 132411 |
| **Role Number** | Generic |
| **PCAT Code** | 3221192 |
| **Date of Approval** | April 2023 (updated from October 2021; and September 2017) |
| **Agency Website** | [www.dcceew.nsw.gov.au](http://www.dcceew.nsw.gov.au) & www.nationalparks.nsw.gov.au |

**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

Lead strategic planning and work programs to guide effective and efficient management of reserves, and provide advice on planning and conservation matters to operational staff, park programs staff and external stakeholders to support the achievement of conservation objectives.

# Key accountabilities

* Lead conservation assessment, planning, prioritisation and threat mitigation works linked to the natural and cultural values of reserves, including development of strategies and priorities for pest and weed management, and threatened species.
* Develop, coordinate and manage cost effective monitoring of ecosystems, communities, species and populations to support NPWS nature conservation program goals including biodiversity and wildlife management, Saving our Species programs and state-wide projects such as Wildcount.
* Lead, motivate and develop the team’s professional and technical capabilities and meet agreed performance outcomes as defined in corporate, strategic and business plans.
* Oversee the development, implementation and monitoring of conservation and pest management programs across the Branch to ensure statutory compliance, risk management and program effectiveness.
* Provide advice, support and coordination to implement corporate strategic objectives on conservation programs and provide information to park operations and programs branches to ensure priorities are achieved.
* Review and contribute to the development of strategic planning documents such as operational plans, plans of management, biodiversity and wildlife strategies, pest management strategies and business plans to ensure actions and objectives deliver on key priorities.
* Review and report on potential environmental impacts arising from proposed developments on-park including biodiversity and threatened species, and ensure consistency of NPWS comments on planning proposals, new developments and activities including major projects and environmental impact statements.
* Prepare reports, briefs and other correspondence that assists with decision making on complex conservation issues, including the preparation of accurate and consistent communication for stakeholders. Provide advice on regional reserve establishment priorities and assessments and support Branch preparedness and response to wildlife incidents, and other incidents.

# Key challenges

* Ensuring agreed planning outcomes meet statutory requirements, provide a sound basis for ongoing park management and align to NSW Government strategies and policies.
* Dealing with contentious issues and difficult stakeholders while representing the organisation’s interests and responsibilities to deliver high quality documents for public exhibition and Ministerial approval.
* Exercising considerable initiative and planning to successfully manage multiple programs simultaneously within short timeframes and provide an effective interface between operations and programs branches.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager/Supervisor | * Receive broad guidance, provide expert advice, consult and negotiate on key operational priorities and exchange information
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| Work team | * Provide guidance and leadership, exchange information and promote their ongoing professional development
* Work collaboratively to contribute to achieving business outcomes.
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| NPWS staff | * Seek and provide expert advice and information.
* Work collaboratively to contribute to achieving business outcomes.
* Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing
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| Departmental staff | * Establish and maintain effective working relationships to consult and collaborate on cross branch projects and related matters.
* Seek and provide expert advice
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| **External** |  |
| Stakeholders/clients | * Develop and maintain effective working relationships to ensure their involvement and engagement in developing forward looking and dynamic programs and practices.
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# Role dimensions

## Decision making

The Team Leader Conservation operates with some level of autonomy within the context of the agreed work plan, Branch’s operation’s plan, corporate policy, plans, procedures and relevant legislation. The role makes day-to-day decisions within the limits of delegated authority that relate to work priorities and workload management, for themselves and any staff/project staff supervised, and is accountable for the quality, integrity and accuracy of content of advice provided.

## Reporting line

This role reports to the Manager, Branch Programs.

## Direct reports

This role has up to four (4) direct reports.

## Budget/Expenditure

TBC

# Essential requirements

* Appropriate degree qualification and/or equivalent experience relevant to the role.
* Experience in wildlife and project management.
* Demonstrated extensive experience in the interpretation of legislation, and experience in dealing with environmental planning and assessment issues
* Experience in the preparation, assessment and analysis of strategic and complex conservation proposals.
* A current Australian Drivers Licence

# 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**  |
| --- | --- | --- | --- | --- |
|  | **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 | * Keep up to date with relevant contemporary knowledge and practices
* Look for and take advantage of opportunities to learn new skills and develop strengths
* Show commitment to achieving challenging goals
* Examine and reflect on own performance
* Seek and respond positively to constructive feedback and guidance
* Demonstrate and maintain a high level of personal motivation
 | 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 |
|  | **Work Collaboratively**Collaborate with others and value their contribution | * Encourage a culture that recognises the value of collaboration
* Build cooperation and overcome barriers to information sharing and communication across teams and units
* Share lessons learned across teams and units
* Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
* Actively 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 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 |
|  | **Project Management**Understand and apply effective planning, coordination and control methods | * Prepare and review project scope and business cases for projects with multiple interdependencies
* Access key subject-matter experts’ knowledge to inform project plans and directions
* Design and implement effective stakeholder engagement and communications strategies for all project stages
* Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning
* Develop effective strategies to remedy variances from project plans and minimise impact
* Manage transitions between project stages and ensure that changes are consistent with organisational goals
* Participate in governance processes such as project steering groups
 | Advanced |
|  | **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**  |
| --- | --- | --- | --- | --- |
|  | 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 | Adept |
|  | 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 |
|  | 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 |
|  | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
|  | 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 |