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| **Cluster** | Department of Climate Change, Energy, the Environment and Water |
| **Agency** | Climate Change, Energy, the Environment and Water |
| **Division/Branch/Unit** | Biodiversity and Conservation/ Threatened Species and Ecosystems |
| **Location** | Various |
| **Classification/Grade/Band** | Environmental Officer Class 5 |
| **Role Number** | Generic |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1331492 |
| **Date of Approval** | June 2016 (updated May 2021; and February 2022, February 2023) |
| **Agency Website** | <https://www.dcceew.gov.au/> |

*Ensuring a* sustainable *NSW through climate change and energy action, water management,* environment *and heritage conservation and protection.*

**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.

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

The role assists in development and coordination of operational policy and programs, and in the provision of guidance and technical support to facilitate the regional delivery of ecosystems and threatened species programs.

# Key accountabilities

* Provide support in the development and coordination of operational policy and programs, and in the provision of guidance and technical support to facilitate the regional delivery of ecosystems and threatened species programs.
* Assist in the implementation and review of ongoing threatened species conservation programs, processes, procedures, tools and databases for effectiveness, ongoing relevance and responsiveness to corporate and government strategic and operational priorities and outcomes.
* Assist in identifying internal and external customer needs for operational policies and guidelines and delivering technical support and develop strategies for responding to and meeting these customer needs, and in promoting program awareness and outcomes.
* Draft reports, submissions, briefing notes and ministerial correspondence on a range of operational issues. Ensure all correspondence is drafted in accordance with government protocols.
* Assist in the development of advice to internal and external stakeholders on corporate and legislative requirements related to threatened species.
* Play an active role in employing threatened species conservation practices and mechanisms to assist in the delivery of programs such as the Saving Our Species program.

Key challenges

* Operating in multi-disciplinary geographically dispersed team.
* Developing and maintaining a high level awareness of customer needs and expectations, and assist in adapting programs that will support a diverse range of customers.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager/Supervisor | * Receive guidance, strategic direction, and support, provide advice and exchange information. |
| Work team/other staff | * Work collaboratively to contribute to achieving business outcomes * Foster effective working relationships with regional staff to champion ecosystems and threatened species best practice, develop and implement approaches and provide support and training to operational officers to build capacity and skills for using new systems and procedures. |
| **External** |  |
| Stakeholders | * Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives |

# Role dimensions

## Decision making

The role operates with supervision within the context of their agreed work plan and makes decisions within the limits of delegated authority. The role is accountable for the delivery of assigned work and is directed by its supervisor/manager on work priorities, complex issues and all matters requiring a higher authority to determine and resolve issues.

## Reporting line

The Assistant Project Officer, Threatened Species (SoS) reports to the Manager or allocated Supervisor.

## Direct reports

Nil.

## Budget/Expenditure

Nil.

Essential requirements

* A degree in Science or in a relevant natural resource discipline and/or demonstrated equivalent, relevant professional experience.

# 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** |
|  | **Display Resilience and Courage**  Be open and honest, prepared to express your views, and willing to accept and commit to change | | Be flexible and adaptable and respond quickly when situations change  Offer own opinion and raise challenging issues  Listen when ideas are challenged and respond appropriately  Work through challenges  Remain calm and focused in challenging situations | Intermediate |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Focus on key points and speak in plain English  Clearly explain and present ideas and arguments  Listen to others to gain an understanding and ask appropriate, respectful questions  Promote the use of inclusive language and assist others to adjust where necessary  Monitor own and others’ non-verbal cues and adapt where necessary  Write and prepare material that is well structured and easy to follow  Communicate routine technical information clearly | Intermediate |
| **Influence and Negotiate**  Gain consensus and commitment from others, and resolve issues and conflicts | | Use facts to support claims  Help to find solutions that contribute to positive outcomes  Contribute to resolving differences with other staff or stakeholders  Respond to conflict without worsening the situation and refer to a supervisor where appropriate  Know when to withdraw from a conflict situation | Foundational |
|  | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | Identify the facts and type of data needed to understand a problem or explore an opportunity  Research and analyse information to make recommendations based on relevant evidence  Identify issues that may hinder the completion of tasks and find appropriate solutions  Be willing to seek input from others and share own ideas to achieve best outcomes  Generate ideas and identify ways to improve systems and processes to meet user needs | Intermediate |
|  | **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** |
|  | Act with Integrity | | Be ethical and professional, and uphold and promote the public sector values | Intermediate |
| Manage Self | | Show drive and motivation, an ability to self-reflect and a commitment to learning | Foundational |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
|  | Commit to Customer Service | | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| Work Collaboratively | | Collaborate with others and value their contribution | Foundational |
|  | 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 | Foundational |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Foundational |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| 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 | Foundational |