

Role Description

Senior Field Officer



Cluster	Climate Change, Energy, The Environment and Water
Agency	Department of Climate Change, Energy, the Environment and Water (DCCEEW)
Division/Branch/Unit	National Parks & Wildlife Service / Park Operations
Location	Various
Classification/Grade/Band	Senior Field Officer Grade 1-2
ANZSCO Code	234314
PCAT Code	1119192
Date of Approval	November 2022 (updated Jan 2024)
Agency Website	www.dcceew.nsw.gov.au & www.nationalparks.nsw.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.

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

Undertake works and maintenance programs and co-ordinates and supervises the work of Field Officers and contractors ensuring that work is undertaken efficiently and within budget and set time frames such as assist in the delivery of Region/Area initiatives which enhance and preserve natural and cultural heritage and resources as well as the provision of high quality and safe recreational facilities for the public.

Key accountabilities

- Lead and supervise staff and contractors, volunteers and other individuals or groups in the implementation of field construction and maintenance programs. Works include construction and maintenance of roads, tracks and fire trails, directional and interpretive signage, walking tracks, visitor facilities and works to protect and rehabilitate natural and cultural heritage assets including undertaking, recording and monitoring pest, plant and animal control programs.
- Assist in the development and regular review of performance agreements and staff development plans with the Field Officers, conduct or facilitate on-the-job training of Field Officers and identify and recommend other training needs to the supervisor to ensure that requisite competencies are obtained.
- Ensure programs are implemented in accordance with approved plans, specifications and prescriptions and are completed in accordance with departmental and public sector guidelines, administrative requirements, with safety, on time and within budget.
- Operate and supervise the operation of plant and equipment, (including workshop tools, power tools, motor vehicles, firefighting equipment, chain saws, tractors, bulldozers, graders, trucks, pumps, generators), in accordance with RTA and Workcover Standards, Standard Operating Procedures, Job Safety Analyses and manufacturers' guidelines to ensure relevant work safety requirements are met.
- Perform fire management roles at least up to and including crew leader and participate in hazard reduction and fire suppression; assist with incident management including search and rescue; carry out law enforcement duties (under delegation) in accordance with training and accreditation (on their authority card) at a higher level than the Field Officer, to ensure park safety and legal responsibilities are met.
- Use financial and asset management systems to assist the Field Supervisor in managing and reporting on asset maintenance and tracking and monitoring operational effort and resource use.
- Ensure that departmental safe work procedures and the requirements of the Work Health and Safety Act are met in relation to activities required of this role to ensure the safety of personnel and the public.
- Undertake administrative activities and order and coordinate materials and services in accordance with departmental administrative guidelines to ensure administrative requirements are delivered in accordance with departmental and public sector standards and within assigned budgets.

Key challenges

- Operating with high level of day-to-day independence to make practical decisions in the field regarding suitability and utilisation of equipment and staff resources to implement work programs within the guidelines of set priorities.
- All work must be undertaken with commitment to the Department's statutory obligations to care and maintain the Region/Area's natural and cultural heritage, particularly the establishment of new facilities.
- Makes decisions and recommendations regarding the health and safety of the field staff, contractors and volunteers. Consider and appropriately manage the safety of the public and all others who enter in and around the work areas in the geographical area of responsibility.

Key relationships

Who	Why
Internal	
Field Supervisor /Senior Field Supervisor /Team Leader Field Operations or other supervisory role	<ul style="list-style-type: none"> Provide input/information to the supervisor to assist in the determination of work priorities.
Other Senior Field Officers	<ul style="list-style-type: none"> May be required to operate as part of a team with Senior Field Officers including those from other operational areas.
Field Officers	<ul style="list-style-type: none"> Supervise and facilitate training
Other Staff	<ul style="list-style-type: none"> Primarily with other staff within the Region/Area including Rangers on matters such as work programs and priority setting. Often required to provide practical advice to other staff on a range of park use issues.
Contractors	<ul style="list-style-type: none"> Lead and supervise contractors on specific projects and activities.
External	
General Public	<ul style="list-style-type: none"> Communicate information and advice to visitors and stakeholders on natural and cultural heritage values, park access and facilities, park usage and regulations. Exercise delegated authority for law enforcement in accordance with knowledge, skills and grade, as necessary. Liaise with neighbours and providers of goods and services, to develop effective working relationship.
Other Government Departments and stakeholders	<ul style="list-style-type: none"> Liaise with officers of other Government Departments such as the Roads and Maritime Service, NSW Police, Rural Fire Service and Local Councils as appropriate Communicate in regards to such matters as fire management, works and park usage.

Role dimensions

Decision making

Work performed includes all work within the Field Officer role. Within the boundaries of the role description work and the balance of work may vary depending on the needs of the area in which the role is located. Exercise delegated authority for law enforcement to appropriate level of knowledge, skills and experience as necessary to ensure appropriate use of departmental facilities and the protection of natural and cultural resources. Make decisions on a day-to-day basis regarding the utilisation of equipment to suit work needs. Higher level fire management duties may be undertaken depending on personal competency. May be required to obtain a firearms licence and use a firearm in pest control work.

Reporting line

Role reports to the Field Supervisor, Senior Field Supervisor or Team Leader Field Operations.

Direct reports

Field Officers and contractors

Budget/Expenditure

TBA

Essential requirements

- Ability to work with the Department's statutory obligations as they apply to conservation of natural, Aboriginal and cultural heritage and resources, and willingness to exercise delegated authority for law enforcement.
- Demonstrated experience in the maintenance/construction of general facilities and grounds. Ability to supervise and carry out all duties safely in accordance with WH&S requirements.
- Ability to implement planned field and operational activities (including pest animal and plant control); and demonstrated skills and experience in fire management.
- Demonstrated administrative and organisational skills and capacity for working with various software programs, including ability to use the Agency's financial and asset management systems.
- Relevant WorkCover Certification, ability and experience for the appropriate operation and maintenance of machinery, plant and equipment for maintenance and construction work.
- Current Australian Class C Drivers licence or equivalent, MR Drivers Licence and ability to drive 4wd vehicles, Senior First Aid Certificate, and demonstrated ability and experience in operating MR vehicles, and willingness to fly in light aircraft.
- Certification and demonstrated ability and experience in operating chainsaw to at least cross-cut level, and ability to operate and supervise in radio usage.

This is a physically active role suited to candidates of all genders who are fit, enjoy working outdoors as part of a team, and are eager to learn and develop the skills and qualifications needed to contribute toward improving and maintaining some of NSW's most precious natural places. Applicants must meet the requirements of a specific medical assessment) which is inclusive of a clearance to undertake the fitness test for firefighting fitness roles (i.e. moderate level Task-Based Assessment for Firefighters) within the 12-month probationary period, if relevant.

The role holder must obtain certification at the appropriate level prior to undertaking firefighting/incident control duties.

Capabilities for the role



The [NSW public sector 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
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so 	Intermediate
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • 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
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Seek clarification when unsure of work tasks • Complete own work tasks under guidance within set budgets, timeframes and standards • Take the initiative to progress own work • Identify resources needed to complete allocated work tasks 	Foundational
 Results	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> • Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices • Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly 	Intermediate













Capability group/sets	Capability name	Behavioural indicators	Level
	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> Understand project goals, steps to be undertaken and expected outcomes Plan and deliver tasks in line with agreed project milestones and timeframes Check progress against agreed milestones and timeframes, and seek help to overcome barriers Participate in planning and provide feedback on progress and potential improvements to project processes 	Foundational
	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> Clarify the work required, and the expected behaviours and outputs Clearly communicate team members' roles and responsibilities Contribute to developing team capability and recognise potential in people Recognise good performance, and give support and regular constructive feedback linked to development needs Identify appropriate learning opportunities for team members Create opportunities for all team members to contribute Act as a role model for inclusive behaviours and practices Recognise performance issues that need to be addressed and seek appropriate advice 	Foundational

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	Foundational
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Foundational
 People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Foundational
 People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational