|  |  |
| --- | --- |
| **Cluster** | Planning & Environment |
| **Agency** | Department of Planning and Environment |
| **Division/Branch/Unit** | Science, Economics and Insights |
| **Location** | Various |
| **Classification/Grade/Band** | Environment Officer Class 5 |
| **Role Number** | Generic |
| **ANZSCO Code** | 311413 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | September 2022 |
| **Agency Website** | www.environment.nsw.gov.au |

Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

# The Environment and Heritage (E&H) Group within DPE brings together a range of functions including national park management, biodiversity and conservation, climate change, sustainability, resilience and adaptation, renewable energy and energy security, and circular economy policy. The work of the Group is supported by centres of excellence in policy; science; economics; data analytics and insights.

Primary purpose of the role

# Provide technical and logistic support to research projects for the Unit, including procurement, maintenance and calibration of instruments, field work, laboratory work, data collation and data base management.

# Key accountabilities

* Organise field trips, procuring, maintaining and calibrating field gear (including sophisticated electronic instruments) and collect samples in the field to ensure these tasks are completed in a manner suitable for quality systems accreditation.
* Operate/deploy a range of environmental instrumentation in field and laboratory conditions to ensure successful completion of research projects.
* Prepare samples for despatch to laboratories for analyses to ensure sample collection protocols and standards are maintained.
* Collates, prepares and undertakes statistical analysis of data; and well-presented data reports to ensure successful completion of research projects.
* Prepares routine reports and correspondence and drafts operating procedures and manuals, including development and maintenance of equipment inventories detailing operational status, maintenance and calibration.
* Maintains Quality Control and Quality Assurance in the laboratory and field to ensure processes and equipment is maintained in a manner suitable for quality systems accreditation.
* Assists with the training of new staff and occasionally supervises/guides other staff in procedural aspects of water sample collection to ensure sample collection protocols and standards are maintained.
* Check data, enter data into a database, manage the database and analyse statistics under the guidance of project leaders to complete and accurate capture of experimental data collection.

Key challenges

* In consultation with senior officers, the role gives technical advice and assistance to public authorities and other bodies on matters relating to the assessment of aquatic systems.
* The position completes field sampling and measurements within specified time periods and according to established procedures and is required to assess the safety aspects of access to field sites.
* The position has the freedom to consult widely and make changes and innovations to increase efficiency of operations in the field and in the laboratory.

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 |

# Role dimensions

## Decision making

* The position, under general instruction, performs work requiring the exercise of independent judgement on assigned technical duties involving established principles and procedures.
* Most decisions relate to procedures for the collection of environmental data.
* They are often field-based and require judgement where the options may not be always clear.

Reporting line

Reports to the allocated Supervisor or Manager.

Direct reports

Nil

Budget/Expenditure

Nil

Knowledge and Experience

* Experience in organising field trips including preparation of field gear and instruments and organisation of collection equipment with comprehensive understanding of safety procedures.
* Detailed understanding of Quality Control and Quality Assurance procedures for biological, chemical, water and sediment sampling and common sources of contamination and error
* Demonstrated experience on operation and calibration/maintenance of scientific equipment and instrumentation, including that used for measurement of biogeochemical processes in estuarine and freshwater sediments
* Basic seamanship with the ability to work effectively in boats under a range of conditions.

Essential requirements

* Current NSW boat licence or willing to obtain one. Current car drivers’ licence and demonstrated experience in towing and backing trailers.

## 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** |
| personal-attributes | **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | Adapt existing skills to new situations  Show commitment to achieving work goals  Show awareness of own strengths and areas for growth, and develop and apply new skills  Seek feedback from colleagues and stakeholders  Stay motivated when tasks become difficult | Intermediate |
| relationships | **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 |
| relationships | **Work Collaboratively**  Collaborate with others and value their contribution | Build a supportive and cooperative team environment  Share information and learning across teams  Acknowledge outcomes that were achieved by effective collaboration  Engage other teams and units to share information and jointly solve issues and problems  Support others in challenging situations  Use collaboration tools, including digital technologies, to work with others | Intermediate |
| results | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | Seek and apply specialist advice when required  Complete work tasks within set budgets, timeframes and standards  Take the initiative to progress and deliver own work and that of the team or unit  Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals  Identify any barriers to achieving results and resolve these where possible  Proactively change or adjust plans when needed | Intermediate |
| business-enablers | **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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** | **Description** | **Level** |
| personal-attributes | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Foundational |
| personal-attributes | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Foundational |
| 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 | Foundational |
| 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 | Intermediate |
| results | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Intermediate |
| results | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | 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 |