Role Description

Environmental Assessment Officer

Cluster	Planning & Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Planning and Assessment
Location	Sydney
Classification/Grade/Band	Planning Officer (Professional) Level 1A
Role Number	Various
ANZSCO Code	232611
PCAT Code	1111192
Date of Approval	June 2018
Agency Website	www.dpie.nsw.gov.au

Agency overview

The Department of Planning, Industry & Environment is the lead NSW Government agency in planning for a growing NSW. The Department is going through an exciting period of organisational and operational change.

The Department's vision – Planning for growing NSW: inspiring strong communities, protecting our environment – provides the benchmark for our partnership and leadership approach to engaging and working collaboratively with key State and Local Government, community and industry stakeholders to deliver better outcomes in the areas of planning, local government and the environment.

The Department is the lead agency for the Planning, Industry & Environment, which includes the Office of Environment & Heritage, the Office of Local Government, Resources, Energy and several other entities associated with the Department including the Environment Protection Authority, statutory trusts responsible for zoos, parks and gardens, independent assessment and planning bodies, and development corporations.

Primary purpose of the role

The Environmental Assessment Officer assists with the high quality, efficient and timely assessment of the merits of State significant projects to meet all statutory obligations, Government policy requirements, and Government goals for a more robust and efficient state planning system that achieves strategic infrastructure, economic and growth objectives.

Key accountabilities

- Assess the merits of straightforward State significant projects in line with best practice frameworks and benchmark assessment outcome turnaround times.
- Produce high quality work on a wide range of planning matters, including the preparation of well written, accurate and timely reports and effective conditions of consent.

- Identify, undertake research, analyse and evaluate issues and data to formulate appropriate responses and to contribute to options for the resolution of new and emerging issues.
- Translate complex technical information into easy to understand plain English guidelines, reports and communications.

Key challenges

- Complete assessments in a manner that assists to significantly reduce the time taken to assess State significant projects without sacrificing the quality of these assessments.
- Assist to review and strengthen environment assessment policy in NSW to support efficient and timely turnaround times to provide greater certainty for applicants and the community about the delivery of assessment outcomes and to maintain the integrity of the Government's planning program.
- Undertake competing assessment projects in a high pressure environment of conflicting external agency, stakeholder and community expectations.

Key relationships

Who	Why
Internal	
Team Leader	• Receive instructions and guidance and provide support required. • Provide technical advice and recommendations on a range of assessment matters. • Provide regular project reports. • Inform of new or emerging issues and priorities and seek guidance on difficult or contentious issues. • Contribute to implementation of team business plan and work program.
Team members	• Work as a team member and collaborate on programs and projects. • Participate in team meetings to share information and ideas to improve program, service delivery and work outcomes. • Provide support to achieve business and operational needs.
External	
State and Local Government agencies, mining companies, owners/developers, private sector, industry and community stakeholders	• Establish and maintain effective relationships and communication networks. • Engage and involve in the assessment process. • Respond to enquiries and help resolve customer concerns and issues. • Provide clear information and appropriate, accurate advice on current planning matters.

Role dimensions

Decision making

The Environmental Assessment Officer:

- works with, and receives advice and guidance from the Team Leader and other staff but has responsibility for setting own work priorities within the overall agreed work program
- is required to comply and make decisions and recommendations within applicable legislative and Department compliance and assessment policy, procedures and administrative frameworks and requirements

Reporting line

The Environmental Assessment Officer reports to the Team Leader.

Essential requirements

Degree in environmental science or management, engineering, planning or other relevant discipline

Demonstrated knowledge of relevant environmental and planning legislation and processes

Willingness to travel and (minimum) Class C Driver's License

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	**Foundational**
	Manage Self	Intermediate
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	**Intermediate**
	Work Collaboratively	**Intermediate**
	Influence and Negotiate	Foundational
Results	**Deliver Results**	**Intermediate**
	Plan and Prioritise	**Foundational**
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	**Intermediate**

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Act with Integrity	Foundational	• Behave in an honest, ethical and professional way • Take opportunities to clarify understanding of ethical behaviour requirements • Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role • Speak out against misconduct, illegal and inappropriate behaviour • Report apparent conflicts of interest

Relationships	Adept	• Tailor communication to the audience
Communicate Effectively		• Clearly explain complex concepts and arguments to individuals and groups
		• Monitor own and others' non-verbal cues and adapt where necessary
		• Create opportunities for others to be heard
		• Actively listen to others and clarify own understanding

Group and Capability	Level	Behavioural Indicators
		• Write fluently in a range of styles and formats
Relationships Commit to Customer Service	Intermediate	• Support a culture of quality customer service in the organisation • Demonstrate a thorough knowledge of the services provided and relay to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Co-operate across work areas to improve outcomes for customers
Relationships Work Collaboratively	Intermediate	• Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Deliver Results	Intermediate	• Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Results Plan and Prioritise	Foundational	• Plan and coordinate allocated activities • Re-prioritise own work activities on a regular basis to achieve set goals • Contribute to the development of team work plans and goal setting • Understand team objectives and how own work relates to achieving these
Business Enablers Project Management	Intermediate	• Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans