

# Role Description

## Project Officer, Threatened Species (SoS)



Planning,  
Industry &  
Environment

|                                       |                                                                                                                                         |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Cluster                               | Planning, Industry and Environment                                                                                                      |
| Agency                                | Department Planning, Industry and Environment                                                                                           |
| Division/Branch/Unit                  | Environment Energy and Science/Biodiversity and Conservation/Regions                                                                    |
| Role number                           | Generic                                                                                                                                 |
| Classification/Grade/Band             | Environment Officer Class 7                                                                                                             |
| Senior executive work level standards | Not Applicable                                                                                                                          |
| ANZSCO Code                           | 234311                                                                                                                                  |
| PCAT Code                             | 1119192                                                                                                                                 |
| Date of Approval                      | March 2016 (updated template 15 February 2021)                                                                                          |
| Agency Website                        | <a href="http://www.environment.nsw.gov.au">www.environment.nsw.gov.au</a> <a href="http://www.dpie.nsw.gov.au">www.dpie.nsw.gov.au</a> |

### 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.

### Primary purpose of the role

Assist in the effective and efficient delivery of priority threatened species programs to achieve corporate objectives in conservation and biodiversity management, community engagement and customer service.

### Key accountabilities

- Coordinate and/or assist in priority threatened species programs that are consistent with government strategies and priorities.
- Develop and implement threatened species conservation practices and mechanisms to deliver programs such as the Saving Our Species program.
- Implement and review ongoing threatened species conservation programs, policies, processes, procedures and planning tools and databases for effectiveness, ongoing relevance and responsiveness to corporate and government strategic and operational priorities and outcomes.
- Facilitate community education and stakeholder collaboration and partnerships to implement identified threatened species recovery strategies and actions.

- Provide advice to internal and external stakeholders on corporate and legislative requirements related to threatened species.

## Key challenges

- Identifying key opportunities to deliver positive outcomes for threatened species, given that there are several key internal and external stakeholders.

## Key relationships

| Who                   | Why                                                                                                                                                                                                                                                               |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Internal</b>       |                                                                                                                                                                                                                                                                   |
| Manager/Supervisor    | <ul style="list-style-type: none"> <li>• Receive guidance, strategic direction, and support, provide advice and exchange information.</li> </ul>                                                                                                                  |
| Work team/other staff | <ul style="list-style-type: none"> <li>• Work collaboratively to contribute to achieving business outcomes. Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing.</li> </ul> |
| <b>External</b>       |                                                                                                                                                                                                                                                                   |
| Stakeholders          | <ul style="list-style-type: none"> <li>• Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives.</li> </ul>                                                                                                    |

## Role dimensions

### Decision making

The role operates with some level of autonomy 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

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.
- A valid Australian driver's licence, with four-wheel drive experience and training preferable.

## 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.

| FOCUS CAPABILITIES                                                                                       |                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |
|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Capability group/sets                                                                                    | Capability name                                                                                                                         | Behavioural indicators                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Level        |
| <br>Personal Attributes | <b>Display Resilience and Courage</b><br>Be open and honest, prepared to express your views, and willing to accept and commit to change | <ul style="list-style-type: none"> <li>Be flexible and adaptable and respond quickly when situations change</li> <li>Offer own opinion and raise challenging issues</li> <li>Listen when ideas are challenged and respond appropriately</li> <li>Work through challenges</li> <li>Remain calm and focused in challenging situations</li> </ul>                                                                                                                                                                                                                                        | Intermediate |
|                                                                                                          | <b>Communicate Effectively</b><br>Communicate clearly, actively listen to others, and respond with understanding and respect            | <ul style="list-style-type: none"> <li>Tailor communication to diverse audiences</li> <li>Clearly explain complex concepts and arguments to individuals and groups</li> <li>Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>Share information across teams and units to enable informed decision making</li> <li>Write fluently in plain English and in a range of styles and formats</li> <li>Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul> | Adept        |
|                                                                                                          | <b>Influence and Negotiate</b><br>Gain consensus and commitment from others, and resolve issues and conflicts                           | <ul style="list-style-type: none"> <li>Use facts, knowledge and experience to support recommendations</li> <li>Work towards positive and mutually satisfactory outcomes</li> <li>Identify and resolve issues in discussion with other staff and stakeholders</li> <li>Identify others' concerns and expectations</li> </ul>                                                                                                                                                                                                                                                           | Intermediate |

|                                                                                   |                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
|                                                                                   |                                                                                                                   | <ul style="list-style-type: none"> <li>Respond constructively to conflict and disagreements and be open to compromise</li> <li>Keep discussions focused on the key issues</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |              |
|  | <b>Think and Solve Problems</b><br>Think, analyse and consider the broader context to develop practical solutions | <ul style="list-style-type: none"> <li>Identify the facts and type of data needed to understand a problem or explore an opportunity</li> <li>Research and analyse information to make recommendations based on relevant evidence</li> <li>Identify issues that may hinder the completion of tasks and find appropriate solutions</li> <li>Be willing to seek input from others and share own ideas to achieve best outcomes</li> <li>Generate ideas and identify ways to improve systems and processes to meet user needs</li> </ul>                                                                                                                                                                                                                                                                                                                                       | Intermediate |
|  | <b>Project Management</b><br>Understand and apply effective planning, coordination and control methods            | <ul style="list-style-type: none"> <li>Understand all components of the project management process, including the need to consider change management to realise business benefits</li> <li>Prepare clear project proposals and accurate estimates of required costs and resources</li> <li>Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>Identify and evaluate risks associated with the project and develop mitigation strategies</li> <li>Identify and consult stakeholders to inform the project strategy</li> <li>Communicate the project's objectives and its expected benefits</li> <li>Monitor the completion of project milestones against goals and take necessary action</li> <li>Evaluate progress and identify improvements to inform future projects</li> </ul> | 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.

## COMPLEMENTARY CAPABILITIES

| Capability group/sets                                                                                           | Capability name                     | Description                                                                                            | Level        |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------------------------------------------------------------------------------------|--------------|
| <br><b>Personal Attributes</b> | 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                     | Intermediate |
|                                                                                                                 | Value Diversity and Inclusion       | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
| <br><b>Relationships</b>       | 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 |
| <br><b>Results</b>             | 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 |
| <br><b>Business Enablers</b>   | 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 |