Role Description
Environmental Assessment Officer

Cluster	Planning Industry and Environment
Agency	Department of Planning Industry and Environment
Division/Branch/Unit	Planning and Assessment
Location	Parramatta
Classification/Grade/Band	Planning Officer (Professional) Level 1A
Role Number	Various
ANZSCO Code	232611
PCAT Code	1111192
Date of Approval	12 November 2020
Agency Website	http://www.dpie.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.

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.

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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.

Key knowledge and experience

- Demonstrated knowledge of relevant environmental and planning legislation and processes

Essential requirements

- Degree in environmental science or management, engineering, planning or other relevant discipline
- Willingness to travel and (minimum) Class C Driver's License

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**
Personal Attributes	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	• Behave in an honest, ethical and professional way • Build understanding of ethical behaviour • Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation	Foundational

		• Speak out against misconduct and illegal and inappropriate behaviour • Report apparent conflicts of interest	
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
	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.

COMPLEMENTARY CAPABILITIES			
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
	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	Intermediate
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
Business Enablers	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

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