

# Role Description

## Senior Environmental Assessment Officer



Cluster	Planning & Environment
Agency	Department of Planning & Environment
Division/Branch/Unit	Planning Services
Location	Sydney
Classification/Grade/Band	Planning Officer (Professional) Level 2
Role Number	TBC
ANZSCO Code	TBC
PCAT Code	TBC
Date of Approval	TBC
Agency Website	<a href="http://www.planning.nsw.gov.au/">http://www.planning.nsw.gov.au/</a>

### Agency overview

The Department of Planning & 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's two related agencies - the Office of Environment & Heritage and the Office of Local Government - support the conservation and protection of the environment and an effective local government sector in NSW. Several other entities associated with the Department include 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 Senior 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 complex 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 reports and briefing notes and effective conditions of consent.

- Identify, critically analyse and evaluate key issues, recommend innovative options, solutions, practices and processes to enable timely responses to customer enquiries and to assist in resolving disputes.
- Assist in the development of policy to improve assessment processes and to guide the assessment of the merits of projects.
- Contribute to the development and maintenance of systems and ongoing improvements to increase team efficiency and effectiveness.
- Translate complex technical information into easy to understand plain English guidelines, reports and communications.
- Complete other duties under direction.

## Key challenges

- Complete assessments within the benchmark timeframes in a manner to provide greater certainty for applicants and the community whilst not sacrificing the quality of these assessments.
- Deliver competing assessment projects in a high pressure, challenging and dynamic environment and manage the different and competing interests of various external agency, stakeholder and community expectations to maintain the integrity of the Government's planning program.

## Key relationships

Who	Why
<b>Internal</b>	
Director	<ul style="list-style-type: none"> <li>• Provide technical advice and recommendations on status of assessments.</li> <li>• Keep informed of emerging and contentious issues or conflicts.</li> <li>• Contribute to implementation of team business plan.</li> </ul>
Team Leader	<ul style="list-style-type: none"> <li>• Receive instructions and guidance and provide support required.</li> <li>• Provide accurate technical advice and recommendations on assessment matters.</li> <li>• Keep informed of assessment performance against established standards.</li> <li>• Keep informed of emerging and contentious issues or conflicts.</li> <li>• Work collaboratively to plan program of work and achieve team goals and objectives.</li> </ul>
Team members	<ul style="list-style-type: none"> <li>• Work as a team member and collaborate to share information on programs and projects.</li> <li>• Participate in team meetings to contribute ideas to improve program, service delivery and work outcomes.</li> <li>• Coach, mentor and provide support to assist to achieve business and operational goals.</li> </ul>
<b>External</b>	
State and Local Government agencies, mining companies, owners/developers, private sector, industry and community stakeholders	<ul style="list-style-type: none"> <li>• Establish and maintain effective relationships and communication networks.</li> <li>• Engage and involve in the assessment process.</li> <li>• Liaise to ensure effective coordination and cooperation to respond to enquiries, deal with complex issues, and resolve customer concerns.</li> </ul>

- Provide clear information and high quality statutory advice on current planning matters.

## Role dimensions

### Decision making

The Senior 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
- undertaking and managing small and mid-sized assessment projects in line with Government and Departmental policies and procedures

### Reporting line

The Senior Environmental Assessment Officer reports to the Team Leader and Director.

### Essential requirements





- Degree in environmental science or management, engineering, planning or other relevant discipline
- Proven knowledge of relevant environmental assessment and planning legislation and its practical application
- Proven experience in the field of environmental impact assessment or similar
- Proven Experience in stakeholder engagement and project management
- 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](http://www.psc.nsw.gov.au/capabilityframework)

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities listed in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities. NSW Public Sector Capability Framework

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

## 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
<b>Personal Attributes</b> Act with Integrity	Intermediate	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and follow legislation, rules, policies, guidelines and codes of conduct</li> <li>• Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct, illegal or inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>• Tailor communication to the audience</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Create opportunities for others to be heard</li> <li>• Actively listen to others and clarify own understanding</li> <li>• Write fluently in a range of styles and formats</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Encourage a culture of recognising the value of collaboration</li> <li>• Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>• Share lessons learned across teams/units</li> <li>• Identify opportunities to work collaboratively with other teams/ units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>• Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work</li> <li>• Initiate, prioritise, consult on and develop team/unit goals, strategies and plans</li> <li>• Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses</li> <li>• Ensure current work plans and activities support and are consistent with organisational change initiatives</li> <li>• Evaluate achievements and adjust future plans accordingly</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options</li> <li>• Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>• Perform basic research and analysis which others will use to inform project directions</li> <li>• Understand project goals, steps to be undertaken and expected outcomes</li> <li>• Prepare accurate documentation to support cost or resource estimates</li> <li>• Participate and contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate any possible variance from project plans</li> </ul>