

# Role Description

## Environmental Assessment Officer



Cluster	Planning & Environment
Agency	Department of Planning & Environment
Division/Branch/Unit	Planning Services / Resource Assessments
Location	Sydney
Classification/Grade/Band	Planning Officer (Professional) Level 1B
Role Number	Various
ANZSCO Code	TBC
PCAT Code	TBC
Date of Approval	June 2018
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 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 more 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.
- Contribute new ideas and innovative ways of working to assist with the development and maintenance of systems, policies and processes.
- Translate complex technical information into easy to understand plain English guidelines, reports and communications.
- Complete other duties under direction.

## 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
<b>Internal</b>	
Team Leader	<ul style="list-style-type: none"> <li>• Receive instructions and guidance and provide support required.</li> <li>• Provide technical advice and recommendations on a range of assessment matters.</li> <li>• Provide regular project reports.</li> <li>• Inform of new or emerging issues and priorities and seek guidance on difficult or contentious issues.</li> <li>• Contribute to implementation of team business plan and work program.</li> </ul>
Team members	<ul style="list-style-type: none"> <li>• Work as a team member and collaborate on programs and projects.</li> <li>• Participate in team meetings to share information and ideas to improve program, service delivery and work outcomes.</li> <li>• Provide support to achieve business and operational needs.</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>• Respond to enquiries and help resolve customer concerns and issues.</li> <li>• Provide clear information and appropriate, accurate advice on current planning matters.</li> </ul>

## **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
- undertaking small and mid-sized assessment projects in line with Government and Departmental policies and procedures

### **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 its practical application
- 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	Intermediate
	<b>Act with Integrity</b>	<b>Intermediate</b>
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	<b>Commit to Customer Service</b>	<b>Intermediate</b>
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Intermediate</b>
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	<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	Intermediate	<ul style="list-style-type: none"> <li>• Build a supportive and co-operative team environment</li> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes which were achieved by effective collaboration</li> <li>• Engage other teams/units to share information and solve issues and problems jointly</li> <li>• Support others in challenging situations</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>• Complete work tasks to agreed budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own and team/unit work</li> <li>• Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>• Seek and apply specialist advice when required</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>