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| **Cluster** | Planning, Industry and Environment |
| **Agency** | Department of Planning, Industry and Environment |
| **Division/Branch/Unit** | Environment, Energy & Science / National Parks and Wildlife Service / Park Operations Division |
| **Location** | Various |
| **Classification/Grade/Band** | Clerk Grade 7/8 |
| **ANZSCO Code** | 511112 |
| **Role Number** | Generic |
| **PCAT Code** | 1127292 |
| **Date of Approval** | September 2017 (updated 6 April 2021) |
| **Agency Website** | 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.**

**National Parks & Wildlife Service overview**

National Parks & Wildlife Service (NPWS) manages more than 870 national parks and reserves, covering over 7 million hectares or 9% of the landmass of NSW. We conserve and celebrate our biodiversity and cultural heritage and provide wonderful natural visitor experiences for the whole community to enjoy. We carry out plant and animal conservation, sustainable tourism and visitation, research, education, volunteering programs, and fire and asset management. We work together with Aboriginal communities to manage and protect our parks on behalf of the people of NSW.

# Primary purpose of the role

Facilitate pest animal and weed management to protect natural and cultural heritage conservation values including the development, coordination, implementation and review of strategies, plans and programs undertaken for the effective management of pest species.

# Key accountabilities

* Prepare, coordinate, implement and evaluate pest species management plans and strategies involving all relevant agencies and stakeholders to assist in the control of pest species within and adjoining the Region’s reserves.
* Undertake pest species management activities and prepare Reviews of Environmental Factors and other environmental impact assessment programs for pest control activities and support Incident Control throughout NSW to ensure compliance with relevant environmental legislation.
* Monitor and collate data and provide reports to support pest species planning, management and control and monitoring systems. Develop management reports, publications and species distributions maps, undertake literature search and provide specialist support to staff on pest species management
* Develop, coordinate and implement pest species control training programs that target perception, knowledge and awareness to improve organisational capability to manage pest species.
* Coordinate procurement of pest species management equipment, materials and services including the preparation of budgets and cost estimates, tender contract specifications and the supervision of contractors to deliver value for money procurement that delivers on program objectives.
* Undertake the planning and implementation of activities including pest management operations and survey and monitoring projects
* Manage and build collaborative relationships with other key stakeholders to deliver coordinated, cooperative and effective cross tenure pest animal and weed management programs
* Carry out the functions of an Authorised Control Officer and perform the duties of the Branch Firearms Officer and oversee and monitor compliance with the statutory and policy requirements in relation to the Branch’s firearms and pesticides management and use, including identifying issues and recommending and implementing systems and strategies to ensure compliance

# Key challenges

* Building effective relationships with clients to identify changing client requirements and provide targeted customer service that is ecologically sound and meets NPWS statutory obligations.
* Ensuring the Branch complies with the statutory requirements in relation to pest animal and weed control including firearms and pesticides management and use.
* Dealing with contentious issues and difficult stakeholders while representing the organisation’s interests and responsibilities in relation to pest animal and weed management

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Supervisor | * Receive broad guidance, provide expert advice, consult and negotiate on key operational priorities and exchange information |
| Work team | * Provide guidance and leadership, exchange information and promote their ongoing professional development |
| NPWS / OEH Branches / Divisions | * Collaborate and consult on cross branch/divisional programs and projects, exchange information * Provide advice and documentation to support pest species management * Represent the interests of the Branch and Agency on various pest animal and weed management committees and working groups. |
| **External** |  |
| Stakeholders/Clients | * Develop and maintain effective relationships with key stakeholders to consult on pest management issues * Provide expert advice, consult and negotiate with external stakeholders * Represent the interests of the Branch and Agency on various pest animal and weed management committees and working groups. |

# Role dimensions

## Decision making

The Pest Officer 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

This role reports to the Senior Conservation Planning Officer.

## Direct reports

Nil

## Budget/Expenditure

Nil

# Essential requirements

* Demonstrated high level experience in the application of contemporary pest species management and control practices, identification of weed species.
* Tertiary qualification (Bachelor level or above) in Environmental Science, Natural Resource Management or related disciplines or experience
* Ability and willingness to participate in incident control operations, and willingness to fly in light aircraft.
* A current Australian driver’s licence
* Current NSW Firearms License or the ability to obtain one

**Capabilities for the role**

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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** |
|  | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | | Represent the organisation in an honest, ethical and professional way  Support a culture of integrity and professionalism  Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct  Recognise and report misconduct and illegal and inappropriate behaviour  Report and manage apparent conflicts of interest and encourage others to do so | Intermediate |
|  | **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | | Take responsibility for delivering high-quality customer-focused services  Design processes and policies based on the customer’s point of view and needs  Understand and measure what is important to customers  Use data and information to monitor and improve customer service delivery  Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers  Maintain relationships with key customers in area of expertise  Connect and collaborate with relevant customers within the community | Adept |
| **Work Collaboratively**  Collaborate with others and value their contribution | | Encourage a culture that recognises the value of collaboration  Build cooperation and overcome barriers to information sharing and communication across teams and units  Share lessons learned across teams and units  Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work  Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |
|  | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence  Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience  Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience  Seek contributions and ideas from people with diverse backgrounds and experience  Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness  Identify and share business process improvements to enhance effectiveness | Adept |
|  | **Finance**  Understand and apply financial processes to achieve value for money and minimise financial risk | | Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending  Consider financial implications and value for money in making recommendations and decisions  Understand how financial decisions impact the overall financial position  Understand and act on financial audit, reporting and compliance obligations  Display an awareness of financial risk, reputational risk and exposure, and propose solutions to address these | Intermediate |
| **Technology**  Understand and use available technologies to maximise efficiencies and effectiveness | | Identify opportunities to use a broad range of technologies to collaborate  Monitor compliance with cyber security and the use of technology policies  Identify ways to maximise the value of available technology to achieve business strategies and outcomes  Monitor compliance with the organisation’s records, information and knowledge management requirements | Adept |
| **Procurement and Contract Management**  Understand and apply procurement processes to ensure effective purchasing and contract performance | | Understand and comply with legal, policy and organisational guidelines and procedures relating to purchasing  Conduct delegated purchasing activities in line with procedures  Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements | 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** |
|  | Display Resilience and Courage | | Be open and honest, prepared to express your views, and willing to accept and commit to change | 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 | Intermediate |
|  | Communicate Effectively | | Communicate clearly, actively listen to others, and respond with understanding and respect | Adept |
| Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | 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 | Intermediate |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | Project Management | | Understand and apply effective planning, coordination and control methods | Adept |