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| **Cluster** | Planning and Environment |
| **Agency** | Department of Planning and Environment |
| **Division/Branch/Unit** | Environment & Heritage / National Parks & Wildlife Service / Conservation and Aboriginal Partnerships Division |
| **Location** | Various |
| **Classification/Grade/Band** | Clerk Grade 5/6 |
| **ANZSCO Code** | 531111 |
| **Role Number** | Generic |
| **PCAT Code** | 1111492 |
| **Date of Approval** | September 2017 (updated February 2021, December 2021; October 2022) |
| **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.

The Environment & Heritage (E&H) Group within DPE brings together a range of functions including national park management, biodiversity and conservation, climate change, sustainability, resilience and adaptation, renewable energy and energy security, and circular economy policy. The work of the Group is supported by centres of excellence in policy; science; economics; data analytics and insights.

**National Parks & Wildlife Service overview**

National Parks & Wildlife Service (NPWS) is one of the world’s oldest and most respected national parks agencies.  We manage more than 890 national parks and reserves, covering over 7.5 million hectares or 9.5% of the landmass of NSW ranging from rainforests and towering eucalypt forests to rich woodlands, spectacular deserts and precious alpine systems. We deliver effective conservation for our biodiversity and cultural heritage and provide world class visitor experiences for the whole community to enjoy. We carry out fire management, threatened species conservation, land and infrastructure management, sustainable tourism and visitation, and research and education programs. We work together with Aboriginal communities to manage and protect our parks on behalf of the people of NSW.

# Primary purpose of the role

Contribute to the coordination of diverse financial, administrative support and related services for the Aboriginal Partnerships, Planning and Heritage Branch to support the budget development process and efficient day to day operations of the region through reporting and data analysis derived from the relevant financial and administrative and information management systems.

# Key accountabilities

* Provide reporting, analysis and day to day delivery of support and administration to help ensure the efficient day to day operations of the business including through the delivery and distribution of quality and timely Branch communications.
* Support the coordination of the Branch’s budget and Operational Plan through reporting and data analysis input for the allocation process. Assist in expenditure monitoring and provide support and advice on financial performance to ensure compliance with financial management policies and requirements and targeted funding of the Branch’s plans and priorities.
* Use and maintain effective administrative support systems, guidelines, protocols and procedures to ensure the implementation of consistent, safe, efficient and effective operations across the Branch.
* Support planning activities for the Branch including collating data and delivering accurate reporting and monitoring of performance against Corporate and Divisional Plans, Key Performance Indicators, Annual Report and Work Health and Safety requirements.
* Provide a range of financial support services and assist in the coordination of the production and checking of financial reports for management and/or NSW Treasury ensuring compliance with relevant NSW public sector accounting practices and statutory requirements.
* Contribute to the development and improvement of administrative and accounting processes and the application of new information technology to support the effective and efficient operation of the Branch.
* Undertake administrative projects as directed and contribute to Branch wide projects to support the ongoing effectiveness of the Branch and increase capability to meet performance targets.
* Support incident management activities and responses.

# Key challenges

* Maintaining an equitable, responsive and flexible approach to corporate support delivery across the Branch and balancing competing demands and priorities.
* Exercising sound judgement, discretion and confidentiality in analysing issues and problems concerning communication and coordination and recommending appropriate solutions to senior management.
* Maintaining an up to date knowledge and understanding of relevant NPWS andEHG programs, policies and environmental developments.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Director/Supervisor | * Receive broad guidance, provide expert advice, consult and negotiate on key operational priorities and exchange information |
| NPWS staff | * Collaborate and consult on programs and projects, exchange information |
| **External** |  |
| Stakeholders/Clients | * Develop and maintain effective relationships with stakeholders |

# Role dimensions

## Decision making

The Assistant Branch Coordinator operates with some autonomy within the context of the agreed work plan, Branch’s operation plan, corporate policy, plans, procedures, relevant legislation and under the direction of the supervisor. The role makes decisions affecting day-to-day work priorities and workload management and is accountable for the quality, integrity and accuracy of content and advice provided.

The role consults with the Senior Branch Officer on issues that are controversial or sensitive or may have adverse political ramifications or require a higher level of delegation.

## Reporting line

This role reports to the Senior Branch Officer

## Direct reports

Nil

## Budget/Expenditure

Nil

# Key knowledge and experience

* Experience in the provision of administrative, financial, purchasing, accounting, and other related support services with the capacity to research and analyse data to contribute to the development, implementation and maintenance of appropriate support systems and procedures.
* Experience interpreting and applying relevant legislation and regulations and a broad knowledge of administration, human resource and accounting processes.

# 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 |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Focus on key points and speak in plain English  Clearly explain and present ideas and arguments  Listen to others to gain an understanding and ask appropriate, respectful questions  Promote the use of inclusive language and assist others to adjust where necessary  Monitor own and others’ non-verbal cues and adapt where necessary  Write and prepare material that is well structured and easy to follow  Communicate routine technical information clearly | Intermediate |
| **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 |
|  | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | Identify the facts and type of data needed to understand a problem or explore an opportunity  Research and analyse information to make recommendations based on relevant evidence  Identify issues that may hinder the completion of tasks and find appropriate solutions  Be willing to seek input from others and share own ideas to achieve best outcomes  Generate ideas and identify ways to improve systems and processes to meet user needs | Intermediate |
|  | **Finance**  Understand and apply financial processes to achieve value for money and minimise financial risk | | Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures  Understand the impacts of funding allocations on business planning and budgets  Identify discrepancies or variances in financial and budget reports, and take corrective action  Know when to seek specialist advice and support and establish the relevant relationships  Make decisions and prepare business cases, paying due regard to financial considerations | Adept |
| **Technology**  Understand and use available technologies to maximise efficiencies and effectiveness | | Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks  Use available technology to improve individual performance and effectiveness  Make effective use of records, information and knowledge management functions and systems  Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies | 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 | Foundational |
| Manage Self | | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
|  | 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 | Foundational |
|  | 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 | Foundational |
|  | Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
| Project Management | | Understand and apply effective planning, coordination and control methods | Foundational |