

Role Description

Regional Conservation Officer



**Biodiversity
Conservation
Trust**

Cluster	Planning, Industry & Environment
Group	Environment, Energy & Science (EES)
Agency	Biodiversity Conservation Trust
Division/Branch/Unit	Regional Delivery Branch
Location	Various
Classification/Grade/Band	Environment Officer Class 7
ANZSCO Code	511112
PCAT Code	1129192
Date of Approval	July 2021
Agency Website	www.bct.nsw.gov.au

Agency overview

The New South Wales Biodiversity Conservation Trust (BCT) is a not-for-profit statutory body, established under Part 10 of the Biodiversity Conservation Act 2016 and managed by a Board appointed by the Minister for the Environment. The Trust's roles are to support and encourage landholders to enter into agreements to conserve and protect biodiversity on private land, guided by the government's Biodiversity Conservation Investment Strategy; secure biodiversity offsets when developers choose to pay into the Biodiversity Conservation Fund; and other activities that promote greater awareness of, appreciation and understanding of, biodiversity and the importance of conserving it.

Primary purpose of the role

The Regional Conservation Officer works as part of a regional or specialised team that provides landholder support and delivery of the BCT's programs, and provides assistance in managing projects, partnerships, stakeholder engagement, education, communications, conservation assessment, and agreement management.

Key accountabilities

- Engage and collaborate with landholders seeking to enter private land conservation agreements, pursuant to standard operating procedures under the BCT's various programs and delivery mechanisms.
- Contribute to effective project planning and delivery.
- Act as the contact for assigned landholders and provide effective landholder support, including site visits, technical advice, agreement monitoring, and facilitating access to funding.
- Conduct field-based assessments of land; use spatial tools and software to enter spatial information and produce maps for inclusion in agreements; contribute technical and/or ecological knowledge to assist landholders develop and/or deliver management plans for Private Land Conservation agreements.

- Collaborate with internal and external stakeholders in to deliver BCT programs, delivery mechanisms, projects and partnerships.
- Support effective customer service, stakeholder engagement and communications; and support education activities.
- Manage assigned Private Land Conservation agreements.

Key challenges

- Working in or with geographically dispersed teams and playing a key role in the coordinated delivery of state-wide and high-quality programs.
- Applying consistent methodologies and exercising sound judgement to ensure that probity and governance standards are met in the delivery of BCT programs.

Key relationships

Who	Why
Internal	
Manager/Supervisor	<ul style="list-style-type: none"> • Receive guidance, provide expert advice, implement key operational priorities and exchange information.
Branch/Unit/team	<ul style="list-style-type: none"> • Work collaboratively to contribute to achieving business outcomes. • Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing. • Provide expert advice and guidance.
Client/customer	<ul style="list-style-type: none"> • Address queries and/or redirect to relevant party for review and resolution.
External	
Customer/clients/stakeholders	<ul style="list-style-type: none"> • Address queries and/or redirect to relevant party for review and resolution. • Develop and maintain effective relationships with landholders and other stakeholders. • Provide advice and guidance to stakeholders.

Role dimensions

Decision making

The role operates with some level of autonomy within the context of their agreed work plan. The role is accountable for the quality, integrity and accuracy of content of advice provided. The role 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

Role reports to Regional Manager, Regional Team Leader or allocated supervisor.

Direct reports

Nil.

Budget/Expenditure

Nil.

Essential requirements

- Relevant tertiary qualification and/or experience in natural resource management or biodiversity conservation
- Demonstrated ability to use Geographic Information Systems software to develop, manage, query and display spatial data relevant to property level management plans.
- A current Australian Class C driver's licence and willingness to travel.

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	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> • Be flexible and adaptable and respond quickly when situations change • Offer own opinion and raise challenging issues • Listen when ideas are challenged and respond appropriately • Work through challenges • Remain calm and focused in challenging situations 	Intermediate
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly 	Intermediate
 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers 	Intermediate
 Results	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • 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



FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Business Enablers	Technology		Intermediate
	Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> 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 	

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.

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	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
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	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	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective project planning, coordination and control methods	Intermediate