

Role Description

Senior Advisor

Cluster	Planning and Environment
Agency	Natural Resources Commission
Location	Level 6, 52 Martin Place, Sydney
Classification/Grade/Band	Natural Resources Commission Staff Agency Enterprise Agreement
Kind of Employment	Ongoing
Role Number	1
ANZSCO Code	139999
PCAT Code	3113192
Date of Approval	April 2022
Agency Website	www.nrc.nsw.gov.au

Agency overview

The Natural Resources Commission (the Commission) was established in 2004, by the *Natural Resources Commission Act 2003*, with a broad function of providing the Government with independent credible advice on managing natural resources in the social, economic and environmental interests of NSW. The Commission is an independent executive agency in the cluster of Planning and Environment.

Primary purpose of the role

To undertake work focused on science-based programs and inquiries into natural resource management (NRM) issues, engage with stakeholders and write high quality reports with recommendations based upon robust analysis.

Key accountabilities

- Research issues to contribute knowledge, analysis and recommendations for independent evidence-based advice to Government
- Critically analyse and review land management, natural resource management, conservation, biosecurity and primary industries programs and strategies, including any economic, social and environmental elements associated with those issues
- Manage nominated projects, processes and related resources
- Write concise and clear reports and deliver other communication outputs (e.g. briefs, presentations, social media, webpages, video, brochures etc)
- Build and manage cooperative working relationships with agreed Commission stakeholders (e.g. across a broad audience of government agencies, academic institutions and the general public .)
- Interview stakeholders to understand perspectives on issues and contribute to evidence used in projects
- Build Commission's capacity and depth of expertise through self-development, providing technical support to the rest of the team, and improve analysis systems and processes
- Collaborate with other members of the Commission team to ensure that our commitments are always met on time and both processes and outputs meet the Commission's high standards.

Key challenges

- Deliver high quality robust work that withstands external scrutiny in contested areas and is accessible to the relevant audience.
- Manage multiple evidence sources (legislative, policy, consultation sources, data, research) for both quantitative and qualitative analysis.
- Develop key relationships and ongoing knowledge so that the Commission has the information required to complete tasks to the standard required.
- Maintain current knowledge of contemporary trends and changes impacting natural resource management in a dynamic environment.

Key relationships

Who	Why – the purpose of the relationship
Internal	
Director, Programs	<ul style="list-style-type: none"> • To escalate issues, keep informed, advise, and receive guidance on project issues and performance development.
Principal Advisors	<ul style="list-style-type: none"> • Work collaboratively with and seek their subject matter expertise and support.
Analysts, Advisors, Senior Advisors (Advisor)	<ul style="list-style-type: none"> • To enhance learnings and outcomes through collaborative teamwork. • Where any Advisor is performing the role of a project manager, escalate issues, keep informed, advise and receive guidance on project issues and priorities to all members of the project team.
Executive Director	<ul style="list-style-type: none"> • Prepare draft analysis and advice for review and quality assurance.
External	
NSW Government NRM agencies e.g.: DPE – EES, EPA, Environmental Trust, NPWS; DRNSW -Local Land Services, DPI, Forest Corporation of NSW) Aboriginal Affairs, DPC	<ul style="list-style-type: none"> • Undertake reviews and evaluations of their programs and services • Encourage agency involvement and cooperation with the Commission's programs where applicable. • Contribute to achieving an integrated approach to NRM.
People with NRM responsibilities in Australian Government agencies.	<ul style="list-style-type: none"> • Contribute to achieving an integrated approach to NRM.
Prominent scientists and practitioners in their field (eg: academics, NRM agencies or research organisations, interstate and overseas)	<ul style="list-style-type: none"> • Maintain specialist knowledge/advice and leverages what is already known and builds support from experts in their fields.
Other stakeholders	<ul style="list-style-type: none"> • Strategic engagement, consultation and influencing on the Commission's reviews.
Vendors	<ul style="list-style-type: none"> • Communicate needs, facilitate routine business transactions and resolve issues • Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements

Role dimensions

Decision making

Senior Advisor role operates with some autonomy in respect to determining day to day work priorities in conjunction with the assigned project manager.

The Senior Advisor in some instances have project management responsibilities.

Reporting line

This role:

- reports to Director, Programs
- works within project teams, with other project members such as Principal Advisors and other Advisors and Analysts. Individual teams may be managed by different Directors.

Direct reports

No direct reports

Budget/Expenditure

There are no financial decision-making responsibilities for this role other than that listed in the Commission's delegations.

Essential requirements

- Tertiary qualifications and experience in, ecology, forestry, natural resource management, science, social sciences, economics, or agriculture.
- Proven experience in leading or contributing to the evaluation, review or research of public policy, programs and plans, or the analysis of complex land management issues.
- Proven experience in leading processes to engage and collaborate with stakeholders
- Proven ability to learn in a fast-paced environment and successfully work in a high performing team.

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





This role also utilises an occupation specific capability set which contains information specifically relevant for the Commission.

The capability set is available at www.psc.nsw.gov.au/capabilityframework/ICT

Capability summary

Below is the full list of capabilities and the level required for this role, those capabilities 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
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Adept
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Adept (assess only where this role is being performed)

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
Personal Attributes Display Resilience and Courage	Adept	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change Give frank and honest feedback/advice Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively Raise and work through challenging issues and seek alternatives Keep control of own emotions and stay calm under pressure and in challenging situations
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learned across teams/units

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work. • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements • Implement systems and processes that underpin high quality research and analysis.
Business Enablers Project management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects.