

Position Title	Regional Biodiversity Conservation Support Officer
Division	Executive Services
Reports to	General Manager ,Gwydir Shire Council
Liaison	The position will be required to liaise with officers from member councils and NSW Government Agencies.
Remuneration	\$102,000 - \$110,000 depending upon skills and experience
Position Tenure	The position is funded for 18 months from the commencement of tenure.
Office Location	33 Maitland Street, Bingara, NSW

The Gwydir Shire Council is seeking to engage a suitably qualified officer to work with a number of Councils to provide support and build capacity of staff to transition to the new legislative environment created by the NSW Biodiversity Conservation Reforms.

This position has been created through funding provided by OEH and the Office of Local Government.

The Office of Environment and Heritage (OEH) is a statutory body that works to value, protect and promote enjoyment of the natural environment. Within OEH, the Regional Operations Division has a key role in the implementation of the NSW Government's biodiversity conservation reforms commencing in 2017. This includes supporting local government in NSW to adapt to their role under the *Biodiversity Conservation Act 2016*. The OEH and Gwydir Shire Council have agreed to collaborate in providing support to local councils in implementing the NSW Government biodiversity conservation reforms as part of the Local Government Capacity Building Program.

Gwydir Shire Council will employ a Regional Biodiversity Conservation Support Officer to assist councils to transition to carrying out their responsibilities under the Act. The position will actively liaise with Councils to understand their specific needs to effectively transition to the new arrangements and, utilising the materials developed by OEH, implement a program to support Councils to meet the new legislative obligations.

This role requires someone who is either familiar with, or willing to quickly gain information on, the operations of the NSW Biodiversity Conservation Reforms; can build effective relationships with Council Officers; can evaluate Council's readiness for transition to the new legislative environment; and deliver appropriate tailored and targeted support to Council to implement the *Biodiversity Conservation Act 2016*.

The Regional Biodiversity Conservation Support Officer role will be hosted by Gwydir Shire Council.

The occupant of the position will report directly to the General Manager, Gwydir Shire Council.

Applications Close	Friday 24 th November, 2017
Applications to	Applications are to be emailed to mail@gwydir.nsw.gov.au , or posted to Gwydir Shire Council, Locked Bag 5, BINGARA NSW 2404
Application Format	Applications must include the following: 1. A covering letter of introduction 2. A current resume containing names and contact numbers of two recent work referees 3. An attachment addressing the Selection Criteria for the role. A concise written response is required for each of the criteria. Where relevant, outline how your experience, skills or knowledge meet each of the criteria.
Questions	Mr Max Eastcott, General Manager, Gwydir Shire Council, Email meastcott@gwydir.nsw.gov.au , Ph. 0427 240 112 or Leeah Daley ldaley@gwydir.nsw.gov.au Ph. 0428 291 212

THE LOCAL GOVERNMENT CAPACITY BUILDING PROGRAM SERVICE AREA

This role will service the seven member councils of the Namoi Joint Organisation, three member Councils of the Orana Regional Organisation of Councils and an additional five councils in the New England region.

- Gwydir Shire Council
- Gunnedah Shire Council
- Liverpool Plains Shire Council
- Moree Plains Shire Council
- Narrabri Shire Council
- Tamworth Regional Council
- Walcha Shire Council
- Uralla Shire Council
- Armidale Regional Council
- Glen Innes Severn
- Inverell Shire Council
- Tenterfield Shire Council
- Walgett Shire Council
- Brewarrina Shire Council
- Bourke Shire Council

All 15 councils will need to be serviced equally.

As part of their role the successful candidate will be required to travel to all locations listed above.

ACCOUNTABILITIES

The successful applicant occupying the position must:

- Comply with the Gwydir Shire Council policies relating to conduct and all other management directives and policies and procedures.
- Actively commit and contribute to the successful implementation of the new *Biodiversity Conservation Act 2016*.
- Ensure that all work is conducted to meet safety, environmental and legislative requirements.
- Show commitment to equal opportunity employment.
- Ensure efficient and effective utilisation of time and resources allocated to the position.
- Conduct all business transactions in an ethical, professional and efficient manner.
- Effectively engage with both local council staff and state agencies to ensure the region appropriately transitions to the new legislative environment created by the NSW Biodiversity Conservation Reforms.

TASKS AND RESPONSIBILITIES

Key Responsibilities	Expected Outcomes
Program Management	
Successfully manage project implementation	<ul style="list-style-type: none"> • Project plans and work plans are developed and maintained to ensure delivery of project on time and on budget • Project activities and outputs are delivered according to agreed milestones, standards and timeframes
Manage project partners and stakeholders to ensure project outcomes are delivered within specified timeframes and budgets	<ul style="list-style-type: none"> • Consult and liaise with councils and agencies to obtain feedback regarding priorities, strategies and directions
Regularly report on project delivery (in a variety of formats), to a range of stakeholders and organisations including NSW Office of Local Government and member councils	<ul style="list-style-type: none"> • Funding body reporting requirements are met within the expected timeframes and formats
Adaptively manage the project to ensure project objectives are achieved	<ul style="list-style-type: none"> • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate achievements and adjust future plans accordingly
Technical Requirements	
Evaluate individual council readiness for transition to the Biodiversity Conservation Act and develop strategies to support them to do so in consultation with OLG and OEH	<ul style="list-style-type: none"> • Undertake initial briefing sessions and meetings with participating councils to determine specific needs for each council • Develop a local work program to facilitate opportunities for engagement, consultation, issue resolution and information sharing

	<ul style="list-style-type: none"> • Anticipate and assess the impact of the reforms on councils, and adapt program activities and responses to address these
<p>Deliver information, advice, technical support, guidance and awareness sessions to council staff and Councillors to build self-sufficiency in implementing council roles under the <i>Biodiversity Conservation Act 2016</i> and understanding of the Biodiversity Assessment Method</p>	<ul style="list-style-type: none"> • Establish and maintain relationships to promote and encourage participation in capacity building activities and biodiversity conservation opportunities • Review and modify for local delivery, all materials developed by OEH and OLG designed for Local Government to assist with the transition to the new legislation • Provide support to transition councils' knowledge, systems, processes and data to operate under the <i>Biodiversity Conservation Act 2016</i>
<p>Provide support to all councils within the Namoi region and provide referrals to experts within OEH and other NSW Government agencies as appropriate</p>	<ul style="list-style-type: none"> • Address queries and/or redirect to relevant party for review and resolution
<p>Identify emerging needs for operational policy, guidelines and technical support and contribute to development of strategies for responding to and meeting these customer needs</p>	<ul style="list-style-type: none"> • Undertake effective relationship building with councils and state agencies to understand and develop opportunities as they arise • Adaptive management or work plan to deliver positive outcomes for the project
Relationship Management	
<p>Build relationships with councils (staff and Councillors) in the region to promote awareness of the various components of the <i>Biodiversity Conservation Act 2016</i>.</p>	<ul style="list-style-type: none"> • Regular project updates/reports provided to key stakeholder organisations involved in project delivery • Provide regular contributions on project delivery and progress for inclusion in the Environment Division Newsletter and Program Reports • Prepare and deliver briefings and workshops to inform and engage the participation of key stakeholders in project delivery • Ensure workshops and other events are well attended by stakeholders
<p>Participate in and contribute to the network of regional support officers and OEH planning teams to share information and knowledge and develop best practice</p>	<ul style="list-style-type: none"> • Partnerships established and functioning to extend advice to, and develop awareness within councils • Consultation and liaison with networks maintained to obtain regular feedback regarding policy issues, technical advice and directions • Emerging needs for technical and policy support communicated to OEH and OLG
<p>Present a positive and professional image to external organisations and stakeholders</p>	<ul style="list-style-type: none"> • All reports, guidance resources, correspondence and presentations are developed and delivered to a high professional standard

SELECTION CRITERIA

Essential

- Tertiary qualifications in environmental/natural resource management, environmental/land use planning or equivalent.
- Demonstrated understanding of the role of Local Government with respect to the *Environmental Planning and Assessment Act 1979* and Biodiversity Conservation Legislation and Policy.
- Strong project planning and management skills, including the ability to prioritise and manage workloads and budgets to ensure delivery within specified timeframes.
- Ability to work independently, and to exercise initiative and problem solving skills.
- Ability to examine and reflect on own performance and implement changes to program delivery when opportunities are identified for improvement.
- Excellent interpersonal skills and ability to liaise appropriately with internal and external partners and stakeholders through verbal and written communication methods.
- Demonstrated ability to review and translate technical and complex information, including legislation, concisely for diverse audiences.
- Demonstrated skills in organising, delivering and documenting outcomes from meetings, forums and workshops, including the delivery of formal presentations and facilitation of workshop activities.
- Demonstrated skills in preparation of (including written content) guidance and communication resources, including professional guidelines, training resources and communication materials.
- Experience in successfully engaging and managing the participation and expectations of multiple partners and stakeholders to ensure delivery of project on time and within budget.
- Experience in reporting the status and progress of project implementation, in a variety of formats, to a diverse range of partners and stakeholders.
- Minimum of five (5) years' relevant experience.
- Demonstrated experience in biodiversity impact assessment.