

Project Officer Natural Assets

About the position

Last Modified: 31 May 2024

Group: Water and Environment Services

Job family: Science & environment

Manager's title: Natural Assets & Heritage Team Manager

Manager once Removed's title: Environment & Heritage Services Senior Manager

Hours worked per week: 35

Primary work location: Parramatta

Flexibility options available:

- Flexible hours of work (varied start and finish times)
 Shift swapping
 Rostered days off
 Part time
 Job share
 Remote working (such as working from home)

Number of direct reports: nil

Number of staff once removed: N/A

Pay Level:

Award EA 11

Individual Contract of Employment (ICE) [Choose an item.](#)

Purpose of the role

This role supports projects/programs involving the protection and enhancement of our natural assets across Sydney Water's land and property portfolio, aligned with legislative compliance and stakeholder expectations. The role also provides natural assets technical support for business needs across the asset value chain.

Section 1: Accountabilities

Direct and indirect reports (where applicable)

No direct reports.

Safety and leadership expectations

Safety expectations

- Comply with all health, safety and wellness requirements set by Sydney Water
- Actively participate in health, safety and wellbeing activities
- Support workplace safety and security measures.

Leadership expectations

- Complete allocated tasks, including making decisions within supervised parameters
- Work under general supervision and direction against established priorities and procedures
- Make technical decisions within project defined parameters and established business procedures

Accountabilities and deliverables

This role is responsible for supporting the delivery of natural assets projects and programs, under Project Manager supervision and guidance.

Technical expectations

- Application of natural assets knowledge and capabilities in support of program/project outcomes
- Account for stakeholder expectations within natural asset plans, programs, projects and activities
- Support continuous improvement within our natural asset business processes
- Support to Environmental Management System conformance.

Natural Land Assets

- Implement natural asset actions under the long-term Property Environmental Management Plans (PEMPs) and as business needs arise across the asset value chain
- Support environmental protection, monitoring and management requirements in PEMP, Biodiversity Stewardship Agreements and Voluntary Conservation Agreements
- Assist specialist bush regeneration contractors or other parties (e.g. community groups) undertaking land management activities on behalf of Sydney Water
- Maintain external stakeholder relationships (LGAs, Greening Australia, LandCare, LALCs, representatives of First Nations communities) relevant to assigned natural asset management tasks
- Use centrally managed enterprise knowledge to assure technical contributions
- Apply technical capabilities in an efficient manner
- Use established business procedures and processes.

Commercial and Legal Accountabilities

- Engage PSC services - generally <\$50k, although some exceptions arise to meet procurement models.
- Respond to statutory frameworks affecting natural asset management functions - by seeking Project Manager direction.

Sydney Water expects all staff to do other projects and perform additional duties as required.

Working relationships (internal and external)

Internal

- To be successful in the role, effective working relationships and feedback from more experienced team members is required.
- The role is required to collaborate effectively with various program/project teams along the asset value chain.

External

- Support stakeholder and regulator engagements relating to assigned program/project functions, including:
 - land managers, LGAs, regulators, LALCs, First Nations representatives and other non-government stakeholders in relation to specific site issues and constraints
 - Professional services suppliers (Technical Panels).

Support representation of the organisation in relevant environment discussions with government agencies (as appropriate).

Key challenges

This role is accountable for providing entry level natural asset technical expertise in support of project/program specific approaches across a varied land and property portfolio of over 4,500 land lots, over 100 PEMP sites and over 900Ha of environmentally sensitive natural land assets.

The day-to-day challenges include:

- Maintaining working relationships with multiple stakeholders (internal & external)
- Implementing project, program and site specific natural asset recommendations
- Ensuring quality and timeliness of technical deliverables to business standards
- Balancing competing priorities under Project Manager supervision and guidance
- Navigating a complex array of technical and procedural expectations.

Physical and environmental conditions

- Field based Plant based Office based Exposed to loud environment
 Exposed to odorous environment Direct contact with customers

Section 2: Success Measures

Qualifications, licences, and certifications

Tertiary qualifications in environmental management, conservation ecology (or other relevant discipline).
Certificate III Conservation & Land Management (Natural Area Restoration) is well regarded.
Valid driver's licence and Construction Induction (white card).

Experience and skills

Experience

- Approximately 3 years experience in natural asset management roles
- Experience in bush regeneration, weed/pest control, developing Environmental Management Plans and supervising field-based consultants/contractors.
- Demonstrated experience in the identification and implementation of management strategies, corrective actions and risk mitigations related to the protection of natural assets
- Understanding and experience with major water or other similar utility.

Skills

- Technical competency in natural asset management, with demonstrated ability to align business outcomes
- Applied knowledge of legislation, policy and industry standards related to biosecurity risk and natural assets
- Ability to identify and manage issues associated with the planning and delivery of natural asset projects
- Organisational skills and ability to prioritise competing requirements in a high-volume work environment
- Competent report writing skills needed for preparation of natural asset management documentation
- Effective oral communication, negotiation and interpersonal skills needed for dealings with stakeholders to achieve program/project outcomes
- Demonstrated ability to foster teamwork and to develop and maintain effective working relationships with internal and external stakeholders.

Additional notes

Sydney Water takes the safe provision of its services to the public and the protection of its information assets extremely seriously. As a Sydney Water employee, you are required to understand your obligations under the [Acceptable Use of Information Technology Policy](#) and how Sydney Water's Information Technology is to be used. You must also help keep your workplace secure by ensuring you do not enable non-authorized people access to sites, maintain the integrity of locked entries and exits, and where appropriate, alarms being engaged.

Sydney Water requires all users to embrace and adhere to all enterprise and protective security policies, awareness programs and frameworks for Sydney Water assets.