Role Description
Environmental Sustainability Analyst

Cluster	Communities & Justice
Department/Agency	Department Communities & Justice / Homes NSW
Division/Branch/Unit	Housing Portfolio / Portfolio Management (Assets)
Classification/Grade/Band	Administration & Clerical Grade 9/10
ANZSCO Code	TBC
PCAT Code	TBC
Date of Approval	16 October 2023
Agency Website	https://www.nsw.gov.au/departments-and-agencies/homes-nsw

Agency overview

The NSW Government is determined to make NSW a place where everyone has access to safe and secure housing, and where experiences of homelessness are rare, brief and non-recurring.

Homes NSW is a division of the Department of Communities and Justice. It brings together the housing and homelessness functions of the Department of Communities and Justice, the NSW Land and Housing Corporation, Aboriginal Housing Office and key worker housing functions from across government all under one roof.

Homes NSW leads work to deliver more social and affordable housing, end the cycle of homelessness, and deliver quality public housing to our 262,000 tenants across NSW.

As a single division, we are streamlining services to ensure we meet the needs of the people we support, with empathy, efficiency and effectiveness. We are elevating the voice of people with lived experience of social housing, housing services and homelessness.

We strive for excellence in service delivery and partner with all levels of government, sector and communities to address the housing crisis.

Most importantly, Homes NSW puts people at the heart – including our staff. Working for us means you are joining a division where your expertise and skills will be valued.

Primary purpose of the role

Contributes to the development and implementation of environmental sustainability policies, strategies, and projects with a focus on initiatives that improve resource efficiency, support sustainable communities, adapt to climate change, reduce environmental risks and continually improve environmental performance.

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Key accountabilities

- Review relevant environmental sustainability policies, strategies and legislation in federal, State and local governments, and internationally, relevant to Housing Portfolio to identify emerging trends and requirements.
- Develop, in consultation with key internal and external stakeholders, environmental sustainability policies, processes and procedures ensuring policy development is evidence based and aligned to Housing Portfolio 's corporate directions and Government priorities.
- Prepare briefing material for senior Housing Portfolio staff and the Minister on a range of environmental sustainability issues and provide regular reports and feedback on policy progress and issues.
- Manage environmental sustainability projects including developing project plans, business cases and consultant's briefs, manage external consultants, monitor issues, and report progress to Manager ensuring projects are delivered on time and budget with agreed objectives.
- Research and develop appropriate benchmarks, indicators and implementation strategies consistent with Housing Portfolio 's corporate priorities and Environmental Sustainability Strategy.
- Assist and support staff to adopt environmental sustainability practices.
- Develop feedback processes, project evaluation mechanisms and organisational reporting.

Key challenges

- Operating in a changing organisational, funding and service delivery environment that requires a sound understanding of the complex environment in which Housing Portfolio operates, as well as researching and analysing issues, identifying policy implications and risks, and developing appropriate responses.
- Actively contributing to the development and review of policies, processes and procedures that support the efficient and effective management of Housing Portfolio 's asset portfolio.
- Establishing and maintaining effective working relationships with key internal and external stakeholders.

Key relationships

Internal

Who	Why
Manager Environmental Sustainability	• Receive broad guidance, exchange information and provide technical advice.
Internal Stakeholders	• Seek cooperation regarding the development and the implementation of environmental sustainability policies, strategies and projects.
Government stakeholder groups, industry bodies and professional forums	• Partnership with social housing sector, government agencies (local and state), utilities, universities and research organisations.

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Role dimensions

Decision making

The position exercises autonomy within a broad framework agreed with the Manager. The position undertakes research and analysis within a broad framework, manages projects and monitor the implementation and performance of policies, strategies and projects, and as necessary, recommends areas for improvement,

collaborates with internal and external stakeholders to implement environmental sustainability reforms and collects feedback to enable continuous improvement, and procures general services in accordance with instruction/approval from delegated officer.

The ability to exercise delegations are subject to:

- restrictions outlined in the delegation schedule and/or guidelines.
- any direction, policy or procedure provided from your reporting officer (or higher) restricting your use of delegations.

Reporting line

Manager Environmental Sustainability.

Direct reports

Nil.

Budget/Expenditure

This is a general financial limit and does not apply to every delegation. Refer to the Financial Delegations on the Housing Portfolio intranet.

Key knowledge and experience

- Nil.

Essential requirements

- Tertiary qualifications in environmental, asset management or a related discipline and/or relevant equivalent experience.
- Sound understanding of environmental sustainability issues, asset management and social housing.
- Demonstrated research, analytical, policy development and project management skills.
- Proven experience in developing and implementing environmental policies and projects in complex operating environments.

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,

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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	**Manage Self** Show drive and motivation, an ability to self-reflect and a commitment to learning	• Keep up to date with relevant contemporary knowledge and practices • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate and maintain a high level of personal motivation	Adept

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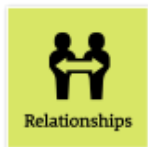
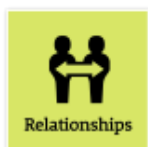|			
Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	• Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relationships with internal and external stakeholders • Anticipate and minimise conflict	Adept

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|			
Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	• Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness	Adept
Project Management Understand and apply effective planning, coordination and control methods	• Understand all components of the project management process, including the need to consider change management to realise business benefits • Prepare clear project proposals and accurate estimates of required costs and resources • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Identify and evaluate risks associated with the project and develop mitigation strategies • Identify and consult stakeholders to inform the project strategy • Communicate the project's objectives and its expected benefits • Monitor the completion of project milestones against goals and take necessary action • Evaluate progress and identify improvements to inform future projects	Adept

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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	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate