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| **Cluster** | Planning & Environment |
| **Agency** | Lord Howe Island Board |
| **Division/Branch/Unit** | TBC |
| **Location** | Lord Howe Island |
| **Classification/Grade/Band** | LHI Officer 6 |
| **ANZSCO Code** | 133211 |
| **PCAT Code** | 1112292 |
| **Date of Approval** | October 2023 |
| **Agency Website** | www.lhib.nsw.gov.au |

Agency overview

The Lord Howe Island Board is a statutory authority established under the provisions of the Lord Howe Island Act 1953. The Board is responsible to the NSW Minister for the Environment and comprises four Islanders elected by the local community and three members appointed by the Minister. It is charged with the care, control and management of the Island and the affairs and trade of the Island. It is also responsible for the care, improvement and welfare of the Island and residents. “Island” as defined by the Act includes Lord Howe Island and all adjacent islands and coral reefs within one marine league of the Island. Ball’s Pyramid and adjacent islands are also included in this definition.

The Lord Howe Island Board has a clear Charter to exercise community leadership, protect and preserve the environment, support the Island’s economy, manage land, provide infrastructure and services to the Island community and build a strong and healthy community.

The Lord Howe Island Board is part of the NSW Planning and Environment cluster. Our vision is to create thriving environments, communities and economies for the people of New South Wales.

Primary purpose of the role

Oversee the responsibilities, functions and resources of the Board's Asset Management Plan and Works Team in order to provide a safe and suitable environment for Island residents and visitors by providing effective services and infrastructure including roads, pedestrian access, airport assets, parks and visitor facilities, coastal assets, wharf, cemetery, vehicles, plant, buildings and amenities.

# Key accountabilities

* Proactively manage the Board’s Asset Management Plan to achieve efficient and effective use of the funding. Managing assets include regular reporting and review.
* Plan the care, maintenance and operations of the Board's service infrastructure and facilities to ensure ongoing safe use and maximum productivity from available resources.
* Leadership and management of the Works team to deliver care and maintenance of assets efficiently and effectively.
* Establish and maintain strong working relationships with other leaders within and between business units to ensure collaboration, information sharing and resource planning for optimum outcomes.
* Maintain good external stakeholder relationships to achieve service delivery and asset outcomes and positive communication.
* Manage data and information from a variety of activities to support the Board’s needs.
* Lead the procurement of assets, vehicles, and plant in accordance with the asset management plan.

Key challenges

* Lead and coordinate a team of staff, ensuring effective delivery of Board priorities in a timely manner, with competing priorities and deadlines which are often changing and unpredictable.
* Effectively manage scarce resources to maintain a high standard of asset condition and service delivery.
* Establish and maintain credibility and good communication with stakeholders and the Island community in general across a broad range of issues.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Escalate issues as required and keep informed of matters such as work programs and priority setting, advise and receive instruction. * Participate in meetings to represent work group and share information. * Provide practical advice on a range of Island use issues. * Collaborate on coordination of work. |
| Work Team | * Provide direction, share information and manage performance. * Obtain feedback from work team and adapt. * Collaborate on coordination of work. |
| **External** |  |
| Island residents and contractors | * Manage work to ensure compliance with contract arrangements. * Undertake information sharing, liaison and negotiation. |
| Industry professionals \ consultants \ contractors | * Seek specialist knowledge and advice and collaborate on the management and execution of work to achieve safe, environmentally sound, efficient and value for money results. |

# Role dimensions

## Decision making

Operates with a degree of independence and provides directions and advice regarding implementation of approved operational and capital programs. Responsible for daily decision making in relation to budget within delegations and operation of the Asset Management Team.

## Reporting line

Manager, Infrastructure & Engineering Services

## Direct reports

3 direct reports: Plant Officer, Carpenter and Field Supervisor

## Budget/Expenditure

Variable

Knowledge and experience

* Demonstrated planning and supervisory skills with the ability to manage a team.
* Demonstrated communication skills including ability to liaise with and foster effective working relationships with internal and external stakeholders.
* Demonstrated problem solving with a proven ability to identify issues and manage competing priorities while meeting deadlines and adhering to budgets.

Essential requirements

* Current driver’s license.
* Relevant qualifications (Trade, Business, or Project Management) and/or or extensive experience in a similar role.
* Ability to obtain an Aviation Security Identification Card (ASIC) – applicants for an ASIC undergo a Criminal Check, a Politically Motivated Violence Check and a Citizenship Status Check.

## Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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

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| --- | --- | --- | --- |
| **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 | Adapt existing skills to new situations  Show commitment to achieving work goals  Show awareness of own strengths and areas for growth, and develop and apply new skills  Seek feedback from colleagues and stakeholders  Stay motivated when tasks become difficult | Intermediate |
| relationships | **Work Collaboratively**  Collaborate with others and value their contribution | Build a supportive and cooperative team environment  Share information and learning across teams  Acknowledge outcomes that were achieved by effective collaboration  Engage other teams and units to share information and jointly solve issues and problems  Support others in challenging situations  Use collaboration tools, including digital technologies, to work with others | Intermediate |
| results | **Plan and Prioritise**  Plan to achieve priority outcomes and respond flexibly to changing circumstances | Consider the future aims and goals of the team, unit and organisation when prioritising own and others’ work  Initiate, prioritise, consult on and develop team and unit goals, strategies and plans  Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses  Ensure current work plans and activities support and are consistent with organisational change initiatives  Evaluate outcomes and adjust future plans accordingly | Adept |
| results | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | 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 |
| business-enablers | **Project Management**  Understand and apply effective planning, coordination and control methods | Perform basic research and analysis to inform and support the achievement of project deliverables  Contribute to developing project documentation and resource estimates  Contribute to reviews of progress, outcomes and future improvements  Identify and escalate possible variances from project plans | Intermediate |
| people-management | **Manage and Develop People**  Engage and motivate staff, and develop capability and potential in others | Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes  Adjust performance development processes to meet the diverse abilities and needs of individuals and teams  Develop work plans that consider capability, strengths and opportunities for development  Be aware of the influences of bias when managing team members  Seek feedback on own management capabilities and develop strategies to address any gaps  Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way  Monitor and report on team performance in line with established performance development frameworks | Adept |

## 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.

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| **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 | Foundational |
| personal-attributes | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Foundational |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
| relationships | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Intermediate |
| relationships | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| relationships | 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 |
| results | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Foundational |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Foundational |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |
| people-management | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Foundational |
| people-management | Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Foundational |
| people-management | Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Foundational |