

Role Description

Assistant Commissioner (Healthy Country)



Cluster	Premier's
Agency	Natural Resources Commission
Division/Branch/Unit	52 Martin Place Sydney
Location	Martin Place Sydney NSW
Classification/Grade/Band	Board member
Senior Executive Work Level Standards	Work Contribution Stream :Agency Head
ANZSCO Code	
PCAT Code	
Date of Approval	January 2025
Agency Website	www.nrc.nsw.gov.au

Agency overview

The Natural Resources Commission (NRC) was established in 2004, by the *Natural Resources Commission Act 2003*, to provide the Government with independent advice on a range of natural resource management issues.

Under the Act, the Commission is the Commissioner, and the sole decision maker on advice that the NRC provides to government. The Commissioner may delegate any of its functions other than this power of delegation, to: an Assistant Commissioner; or, to a committee of persons (at least one member of which is the Commissioner or an Assistant Commissioner). The Commissioner has established a small team of staff and delegated the management of the NRC to an Executive Director.

The Commission has broad investigative and reporting functions to support the properly informed management of natural resources in the social, cultural, economic and environmental interests of the state.

'The Commission' referred to in the remainder of this document is an internal governance body comprised of the Commissioner and Assistant Commissioner, and through this, the Executive Director and staff of NRC provide advice to the Commissioner to help inform decisions. Commission meetings are usually held bi-monthly, and staff members or external persons may at times be invited to attend for specific agenda items.

Primary purpose of the role

This is an Aboriginal identified position.

The primary purpose is to advise, support, and when requested deputise for the Commissioner in the provision of robust, independent, evidenced based and timely advice to the NSW Government that incorporates Aboriginal cultural knowledge and contemporary natural resource management practices.

In doing so, the Assistant Commissioner will encourage an integrated approach to natural resource management (NRM) so that the objects and principles of the *Natural Resources Commission Act 2003* are achieved.

Note: this is a part-time role

Key accountabilities

- Provides strategic advice to the Commissioner and staff on Aboriginal natural resource management and Healthy Country that enables NRC to deliver credible independent advice to government on complex NRM issues
- Supports culturally informed and evidence based decision making enhancing team performance, Commission governance and overall advice to government
- Fosters a deeper understanding amongst the Commission and staff of cultural, environmental, social and economic rights and interests of Aboriginal communities relevant to natural resources management.
- Facilitates meaningful engagement with diverse Aboriginal communities and other stakeholders and assists the Commissioner in the role of “public face of the Commission”
- Fosters collaboration and knowledge sharing across the broader sector and actively engages with networks to support achievement of shared natural resources management and Healthy Country goals
- Acts on behalf of the Commissioner when requested so that the Commission makes best use of all its resources; and when specifically required by the Commissioner, exercise the powers of the Commission, within agreed limits
- Provides advice to the Commissioner outside Commission meetings as requested so that the Commissioner has timely advice

Key challenges

- Integrating Aboriginal knowledge systems with western knowledge systems to drive improved decision making and outcomes
- Extending the Commission’s reputation as an objective, credible and transparent independent advisor while reflecting and respecting Aboriginal knowledge, rights and interests
- Managing the divergent interests and the number of Aboriginal communities, stakeholders and other agencies who will need or expect to be consulted given the complexity of the issues
- Building trust and credibility across Government in what is often a highly contested area
- Maintaining up to date knowledge of a broad range of complex public policy and natural resource management issues in NSW and across Australia and proactively identifying issues with the potential to affect the achievement of better natural resource management outcomes

Key relationships

Who	Why
Internal	
Commissioner	<ul style="list-style-type: none"> • Commissioner delegates matters to the AC for investigation, and is the ultimate decision-maker on all advice to the government. • When the incumbent of this role is officially acting for the Commissioner, key internal relationships listed are replaced by the table in the Commissioner’s role description.
Executive Director	<ul style="list-style-type: none"> • Commissioner, Assistant Commissioner and ED together discuss NRC strategic direction and sustainable advice for the government, within parameters set by government. • Provides clarity around strategic direction and goals, inspire performance driven team culture, and evaluate outcomes and achievements

Who	Why
	<ul style="list-style-type: none"> ED is the line manager for NRC staff, provides strategic direction for work programs, and allocates staff and other resources to programs.
Director Corporate Services	<ul style="list-style-type: none"> Provides review and approval on key corporate functions including finance, human resources, information technology, corporate and strategic planning and risk management.
Director, Programs	<ul style="list-style-type: none"> Manages the Commission's delivery of evidence based analysis and review to inform Commission decision making.
Aboriginal staff	<ul style="list-style-type: none"> Acts as mentor and provides broad strategic guidance.
External	
Aboriginal Groups and communities (including Traditional Owners, land managers, elders, Land Councils, peak groups)	<ul style="list-style-type: none"> Strategic and tailored engagement, in line with recognised principles for Aboriginal engagement.
All stakeholder groups	<ul style="list-style-type: none"> Assistant Commissioner facilitates NRC awareness of stakeholders' needs and assists in developing solutions that consider their perspectives. Assistant Commissioner may be asked to represent the Commission from time to time, including assisting NRC relationship building, and understanding of issues amongst specific stakeholder groups. Key NSW government agencies include Department of Climate Change, Energy, Environment and Water (DCCEEW), Department of Primary Industries and Regional Development (DPIRD), Aboriginal Affairs, Premier and Cabinet, and Treasury. Key Ministers include; Premier, Minister for Environment, Minister for Water, Minister for Agriculture and Minister for Aboriginal Affairs.

Role dimensions

Decision making

Unless provided by the Commissioner from time to time there is no standing delegation

Reporting line: Commissioner

Direct reports: Nil

Budget/Expenditure: Nil role budget allocation.

Essential requirements

Persons suited to this role will have demonstrated that they possess at least the following experience, knowledge, skills, abilities and other attributes:

- Aboriginality (for Aboriginal Identified roles).
- Proven experience and skills with engaging diverse Aboriginal groups and senior levels of Government
- Proven expertise in contributing to the analysis of natural resource management issues, including use of cultural knowledge.
- Understanding and knowledge of working in Aboriginal communities.

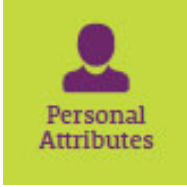



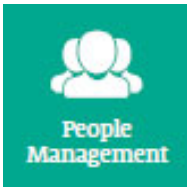
- Relevant tertiary qualifications and extensive expertise in natural resource management in NSW including areas such as water, forest and land management, biodiversity, agriculture, economics, social and environmental sciences.
- Extensive breadth of understanding of contemporary natural resource management issues.
- Acknowledged as a credible, independent, impartial, and effective adviser
- Commitment and capacity to deliver best practice governance to all aspects of the Commission's operations.

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

Capability summary

Below is the full list of capabilities and the level required for this role. The 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	Highly Advanced
	Act with Integrity	Highly Advanced
	Manage Self	Advanced
	Value Diversity	Advanced
 Relationships	Communicate Effectively	Highly Advanced
	Commit to Customer Service	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Highly Advanced
 Results	Deliver Results	Highly Advanced
	Plan and Prioritise	Adept
	Think and Solve Problems	Highly Advanced
	Demonstrate Accountability	Highly Advanced
 Business Enablers	Finance	Adept
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Foundational
 People Management	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Business Outcomes	Advanced
	Manage Reform and Change	Advanced

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 Act with Integrity	Highly Advanced	<ul style="list-style-type: none"> Champion and act as an advocate for the highest standards of ethical and professional behaviour Drive a culture of integrity and professionalism across the organisation, and in dealings cross-government, cross-jurisdiction and outside of government Define, communicate and evaluate ethical practices, standards and systems and reinforce their use Create and promote a climate in which staff feel able to report apparent breaches of rules, policies and guidelines and act promptly and visibly in response to such reports
Relationships Communicate Effectively	Highly Advanced	<ul style="list-style-type: none"> Articulate complex concepts and put forward compelling arguments and rationales to all levels and types of audiences Speak in a highly articulate and influential manner State the facts and explain their implications for the organisation and key stakeholders Promote the organisation's position with authority and credibility cross-government, cross-jurisdictionally and outside of government Actively listen, and identify ways to ensure all have an opportunity to contribute Anticipate and address key areas of interest for the audience and adapt style under pressure
Relationships Influence and Negotiate	Highly Advanced	<ul style="list-style-type: none"> Engage in a range of approaches to generate solutions, seeking expert inputs and advice to inform negotiating strategy Use sound arguments, strong evidence, and expert opinion to influence outcomes Determine and communicate the organisation's position and bargaining strategy Represent the organisation in critical negotiations, including those that are cross-jurisdictional, achieving effective solutions in challenging relationships, ambiguous and conflicting positions Pre-empt and avoid conflict across organisations and with senior internal and external stakeholders Identify contentious issues, direct discussion and debate, and steer parties towards an effective resolution
Results Think and Solve Problems	Highly Advanced	<ul style="list-style-type: none"> Establish and promote a culture which encourages initiative and emphasises the value of continuous improvement Engage in high-level critical analysis of a wide range of complex information and formulate effective responses to critical policy issues

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Demonstrate Accountability	Highly Advanced	<ul style="list-style-type: none"> Identify and evaluate organisation-wide implications when considering proposed solutions to issues Apply lateral thinking and develop innovative solutions that have long standing, organisationwide impact Ensure effective governance systems are in place to guarantee quality analysis, research and reform
Business Enablers Finance	Adept	<ul style="list-style-type: none"> Direct the development of effective systems for the establishment and measurement of accountabilities, and evaluate ongoing effectiveness Promote a culture of accountability with clear line of sight to government goals Set standards and exercise due diligence to ensure work health and safety risks are addressed Inspire a culture which respects the obligation to manage public monies and other resources responsibly and with probity Ensure that legislative and regulatory frameworks are applied consistently and effectively across the organisation Direct the development of short and long term risk management frameworks to ensure the achievement of government aims and objectives
People Management Inspire Direction and Purpose	Advanced	<ul style="list-style-type: none"> Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures Understand impacts of funding allocations on business planning and budgets, including value for money, choice between direct provision and purchase of services, and financial implications of decisions Understand and apply financial audit, reporting and compliance obligations Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate Seek specialist advice and support where required Make decisions and prepare business cases paying due regard to financial considerations
		<ul style="list-style-type: none"> Promote a sense of purpose and enable others to understand the links between government policy and organisational goals Build a shared sense of direction, clarify priorities and goals and inspire others to achieve them Work with others to translate strategic direction into operational goals and build a shared understanding of the link to core business outcomes Create opportunities for recognising and celebrating high performance at the individual and team level Work to remove barriers to achievement of goals