

Role Description

Senior Project Officer Evaluation



Role Description Fields	Details
Cluster	Climate Change, Energy, the Environment and Water
Agency	Department of Climate Change, Energy, the Environment and Water
Division/Branch/Unit	Corporate and Enabling Services Group / Strategic Portfolio & Delivery Office
Role number	Generic
Classification/Grade/Band	Environment Officer Class 10
ANZSCO/OSCA Code	132411/5111232
PCAT Code	1221192
Date of Approval	November 2020 (Updated from August 2022; March 2023; October 2025)
Agency Website	www.dcceew.nsw.gov.au

Ensuring a sustainable NSW through climate change and energy action, water management, environment and heritage conservation and protection.

Who we are

The NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) works to protect the state's environment and heritage. It leads the way on climate change, driving the sustainable transition to a net zero economy, powered by affordable, reliable, and clean energy.

DCCEEW conserves and protects the state's natural environment. It manages the NSW national park estate, including its rich and diverse biodiversity and Aboriginal cultural heritage for future generations.

DCCEEW also ensures sustainable management of water resources across the state, to support the environment, communities and industry.

We acknowledge the ongoing custodial responsibilities of the Aboriginal peoples of NSW to care for Country and water and are committed to establishing meaningful partnerships with Aboriginal peoples in the management of the environment.

Primary purpose of the role

The Senior Project Officer conducts and commissions evaluation, including management of external service providers; provides evaluation support and advice to DCCEEW strategy, policy, portfolio, program and project teams; facilitates the generation and dissemination of insights arising from evaluation and provides strategic advice to DCCEEW executives to ensure the right evidence is in place to support sound performance management of policy, strategy, plans, portfolios, programs and projects.

Key accountabilities

- Guide the design, implementation, monitoring and evaluation or review of DCCEEW strategies, policies, programs and projects, to ensure DCCEEW has evidence to align its investment with the NSW Performance & Wellbeing Framework, and makes investment decisions that best deliver the relevant NSW outcomes.
- Support policy and programs by ensuring outputs, outcomes and benefits are achieved through effective planning, evidence generation, reporting, evaluation, review and improvement strategies.
- Assist with the prioritisation, identification, collection, analysis, quality control and dissemination of performance and business intelligence evidence to assist the Minister, NSW government, executive, staff and stakeholders make strategic and operational decisions.
- Monitor, evaluate and/or review the functions of DCCEEW and provide timely and expert advice to the executive and staff.
- Develop strategies/plans to ensure that DCCEEW has the right evidence to support (i) reporting outcomes of its current investment and (ii) the development of future funding bids.
- Anticipate and respond to strategic drivers, trends, issues, risks and opportunities, making recommendations to Executive and staff in line with established strategies, policies, plans, budgets, and decisions.
- Develop and implement strategies and tools that enable DCCEEW to optimise business outcomes and deliver the best results for New South Wales, ensuring complex service delivery challenges and opportunities are understood upfront and the benefits of approved work are realised and communicated to stakeholders.
- Manage internal and external stakeholder relationships through effective communication, negotiation and issues management to ensure strong collaboration, engagement and/or co-delivery in pursuit of strategic and operational outcomes.

Key challenges

- Facilitating the design, delivery and evaluation/review of strategies, policy, programs and projects to improve outcomes in a complex operating environment.
- Ensuring investment in priority evidence to support the demonstration of the outcomes of our activities and our evidence base supports future funding bids.
- Supporting the achievement of multiple policy, portfolio, program and project objectives, given limited resources and tight deadlines, the need to develop integrated solutions and balance competing demands and priorities.

Key relationships

Who	Why
Internal	
Secretary and Executive Leadership Team, Chief Operating Officer, Director, Manager	• Receive guidance and provide regular updates. • Provide advice and contribute to decision making. • Identify emerging issues/risks and their implications and propose solutions. • Ensure the investment in our evidence base supports the delivery of departmental objectives.
Delivery teams	• Guide, support, coach and mentor leaders and team members. • Work collaboratively to contribute to achieving shared outcomes.

Who	Why
Staff	• Provide expert advice on policy, strategy, portfolio, program and/or project related issues. • Report and provide updates on policy, strategy, policy, portfolio, program and/or project outcomes and benefits. • Consult and collaborate to resolve program and project related issues, define mutual interests and determine strategies to achieve their realisation.
External	
Stakeholders	• Provide expert advice on the management of outcomes and benefits to policy, strategy, portfolio, program and/or projects. • Report and provide updates on policy, strategy, portfolio, program and/or project progress. • Engage and consult in the resolution of policy, strategy, portfolio, program and/or project risks, issues and opportunities
Vendors/Service Providers and Consultants	• Consult, provide and obtain information, negotiate required outcomes and timeframes. • Resolve and provide solutions to issues.

Role dimensions

Decision making

The role:

- is expected to operate with a high level of autonomy, making day to day decisions relating to work priorities and workload management.
- is accountable for the quality, integrity and accuracy of advice provided and for the delivery of assigned projects on time, to quality and within budget.

Reporting line

Manager within the assigned branch

Direct reports

Nil. However, this role is expected to play a lead role in managing temporary project teams, comprising internal staff and external stakeholders.

Budget/Expenditure

Nil.

Essential requirements

- Tertiary qualification in a relevant discipline and/or equivalent experience in a senior technical role in leading the measurement, modelling, reporting and/or evaluation/review of policy, strategy, portfolio, program or project outcomes and benefits.

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, 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	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	- Be flexible and adaptable and respond quickly when situations change - Offer own opinion and raise challenging issues - Listen when ideas are challenged and respond appropriately - Work through challenges - Remain calm and focused in challenging situations	Intermediate
	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	Adept

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	• Manage challenging relationships with internal and external stakeholders • Anticipate and minimise conflict • Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for	Adept
	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	Adept

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
		- 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	

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.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	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	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate