

Graduate Program 2010

Recruitment Package



GRADUATES
Investing in a better future

Department of
Environment, Climate Change and Water NSW



Vacancy reference number: DECCW09/155

**Re: Graduate program (full-time)
Department of Environment, Climate Change and Water NSW (DECCW)
Various Groups/Divisions
Sydney metropolitan (19 positions) and Newcastle (1 position)**

Dear Applicant,

Thank you for your recent inquiry for the above Graduate position with DECCW.

The accompanying package contains information intended to help you prepare your application.

Please read through this material before completing your application.

You will need to submit a separate resume, and the DECCW Graduate application form (which includes a selection criteria template for each Graduate position you wish to apply for). Please ensure that you nominate the Graduate position you are applying for and that you have the relevant qualification for the position.

Please return all applications to: The Employment Programs Officer
Department of Environment, Climate Change and Water NSW
Learning and Organisational Development
GPO Box 1967
Hurstville, NSW 2220

or email graduates@environment.nsw.gov.au

An information session for the Graduate program will be held on Thursday 27 August 2009 at 5.30 pm, Level 15, 59–61 Goulburn St, Sydney. If you are interested in attending, please email graduates@environment.nsw.gov.au to register your attendance.

In the meantime, should you have any inquiries, please email graduates@environment.nsw.gov.au, or call 9585 6802.

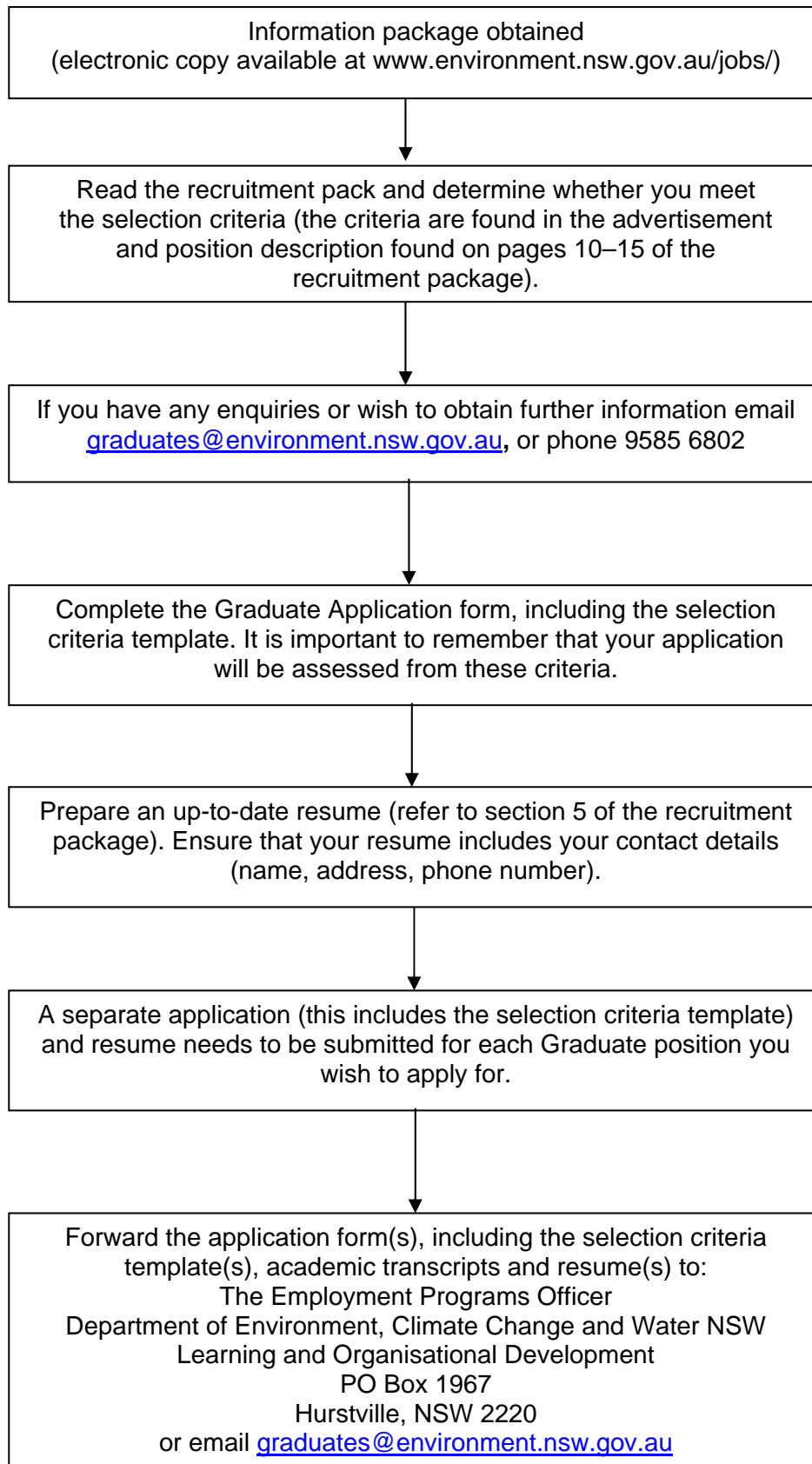
Yours sincerely

Joy Hiley
Senior Advisor Programs
Department of Environment, Climate Change and Water NSW

Contents

1.	Steps for applying for a Graduate position	1
2.	About DECCW	2
3.	Is the Graduate program for me?	2
4.	Graduate positions available	3
5.	Applying for a Graduate position	7
6.	Writing your application	7
7.	Selection process	8
8.	Attending an interview	9
9.	Graduate Advertisement	10
10.	Graduate Position Description	11
11.	Aboriginal Graduate Advertisement	13
12.	Aboriginal Graduate Position Description	14
13.	Application checklist	16
Appendix A	Overview of Climate Change Policy and Programs Branches participating in the Graduate Program	17

1. Steps for applying for a Graduate position



2. About DECCW

The Department of Environment, Climate Change and Water (DECCW) is an agency of the New South Wales Government with primary responsibility for working with the community to protect and conserve our environment, including our natural and cultural heritage. DECCW is the major source of environmental protection advice to Government; and is responsible for the implementation of Government natural resource management, biodiversity and resource conservation, and environmental regulatory reform initiatives.

DECCW operates in a politically sensitive environment, with high profile issues such as healthy environment; protected land management; sustainability, biodiversity conservation and sustainable water supply. Its major areas of activity cover a broad range, and DECCW administers programs designed to support and achieve its broad environment and conservation responsibilities.

DECCW comprises the following functional areas: Parks and Wildlife Group; Environment Protection and Regulation Group; Climate Change, Policy and Programs Group; Office of Water, Culture and Heritage Division; Corporate Services Division; Botanic Gardens Trust; and Scientific Services Division. Graduate positions will be available in some of these areas. Please refer to section 4 for specific details of where the Graduate positions will be located.

3. Is a Graduate position for me?

Are you interested in contributing to public debate about solutions to environmental and conservation problems? Would you like to educate, motivate and support people to be environmentally responsible? Are you strongly committed to protecting the environment?

DECCW's two-year Graduate program allows you to participate in programs for the management of natural and cultural heritage, and protecting the environment, in a workplace that fosters creative and inspirational thinking, and encourages learning and improvement.

In a Graduate position you will undertake and contribute to a range of projects to support the scientific, policy and operational aims of DECCW. Graduates will participate in professional development activities, gain experience across a broad range of DECCW's responsibilities, and will undertake a minimum of two work rotations during the two-year program.

Educational requirements

DECCW is looking for motivated graduates, who have completed their degree within the last three years, or are in the final year of a degree in a relevant discipline, with a solid academic record, creative problem solving skills and excellent communication and interpersonal skills. We offer a structured training and career development program and the opportunity to undertake varied and interesting projects.

The Graduate positions available are located within a number of different areas of DECCW and the degrees required vary for each position. The specific details for each position are included in section 4 of this recruitment package. It is important to note that you will be required to submit a separate application (including selection criteria template) and resume for each Graduate position you are interested in applying for.

Benefits of the Graduate program

Benefits of the Graduate program include:

- an opportunity to work with the lead environmental agency in NSW
- an opportunity to be involved in significant environmental and legislative projects
- a structured work placement process that will include work rotations
- an intensive learning and development program
- support, guidance and professional development through our mentoring program
- networking opportunities
- a corporate induction/training program provided at the commencement of the program.

Work performed

During the program, the Graduate is expected to:

- provide written and verbal information and advice to other staff
- provide input to the development of policy, including undertaking research, and collating and analysing information and data
- participate in multi-disciplinary projects across DECCW
- perform sound, professional work, often within tight timeframes, and to deliver services and solutions consistent with DECCW's objectives
- actively participate in professional development activities.

4. Graduate positions available

There will be a total of 20 Graduate positions available. You will need to submit a separate resume and application form (including selection criteria template), stating the relevant position number, for each Graduate position you wish to apply for. The details of the Graduate positions are below and, unless stated otherwise, positions are located in the Sydney metropolitan area (this can include Hurstville, Sydney, Parramatta or Wollongong).

Climate Change, Policy and Programs Group

(various position numbers: refer below)

The Climate Change, Policy and Programs Group develops and coordinates strategic policies and programs, including the NSW response to climate change. It delivers water, energy and waste sustainability programs and is responsible for environmental water recovery programs including RiverBank and Wetland Recovery. Other key policy and program areas include air, noise, urban and coastal water, and landscapes and ecosystems conservation. The Group provides natural resources management investment support critical to the function of catchment management authorities, and is responsible for private land conservation and the private native forestry program. The Group also manages and coordinates corporate governance programs and NSW State of the Environment reporting, as well as Ministerial liaison, public communications, media and publications.

The Climate Change, Policy and Programs Group has a total of 15 Graduate positions available. For information on the branch/division that the Graduate positions are attached to, please refer to Appendix A of this recruitment package (page 17). Graduate rotations will occur within the Climate Change, Policy and Programs Group. Please apply for the position/s in which you wish to commence, and rotations will be negotiated on the basis of graduate

preference and eligibility. The various Climate Change, Policy and Programs positions require a number of different degrees as detailed below:

Position number(s)	Degree requirements	Branch/Division	Notes
10860 (1 position)	Economics, Communication, Journalism or Public Policy	Departmental Performance Management and Communications Division	
10863 (1 position)	Environmental or Natural Resource Science, Political Science or Public Policy.	Water for the Environment Branch (Water and Wetlands Strategy Unit)	Position is identified as Aboriginal. Note that you will need to complete the Aboriginal Graduate application form to apply for this position.
10859 (1 position)	Environmental field, Economics or Political Science	Climate Change, Air and Noise Branch (Climate Change Action Coordination Section)	
10885 10869 10871 (3 positions)	Environmental Management such as Science, Biology, Earth Science (Geology, Geomorphology), Environmental Science, Climatology, Natural Resource/ Environmental Economics or Sustainability	1 position in Landscapes and Ecosystems Conservation Branch; 2 positions in Sustainability Programs Division (1 in the Environmental Funding Branch, and 1 in the Local Government and Resource Recovery Branch)	If you are interested in more than one of these 3 positions you only need to submit one application.
10872 10873 (2 positions)	Environmental Management, Environmental or Mechanical/Electrical Engineering or Energy Sciences	2 positions in Sustainability Programs Division (Built Environment Section, and Sustainable Government Section)	If you are interested in more than one of these 2 positions you only need to submit one application.
10862 (1 position)	Civil or Environmental Engineering including water and floodplain risk management speciality	Urban and Coastal Water Reform Branch (Urban Flood Unit)	This position is located in Newcastle.
10861 (1 position)	Environmental Engineering or Science/Chemical Engineering	Urban and Coastal Water Reform Branch (Technical Advisory Unit)	
10886 (1 position)	Natural Resources, Accounting or Policy	Natural Resources Management Investment Branch (Catchment Support Investments Section)	

Position number/s	Degree requirements	Branch/Division	Notes
10874 10875 10868 10876 (4 positions)	Environmental Management, Environmental Science, Education or Energy	4 positions in Sustainability Programs Division (Business and Community Programs Branch, and Water and Energy Programs Branch)	If you are interested in more than one of these 4 positions you only need to submit one application. These positions will work with DECCW and the Department of Education and Training (DET) to deliver energy training for the Vocational Education Training Sector, and to develop and deliver industry partnerships on energy education and training. Though the position holders will be employed by DECCW for the duration of the Graduate program, the work placements/rotations will be with both DECCW and DET

Environment Protection and Regulation Group

(position numbers 10880 and 10881: note that only one application is required to apply for both of these positions)

The Environment Protection and Regulation Group leads the state's response in regulating a diverse range of activities that can impact on the health of the NSW environment and its people. 'Regulation' is delivered using a mix of tools, including education, partnerships, licensing and approvals, audit, enforcement and economic mechanisms. The Group comprises approximately 470 staff in six branches.

There are four regional branches (Metropolitan, South, North East and North West) that deliver diverse regulatory programs across air, water, noise, threatened species, native vegetation, pesticide use, and Aboriginal cultural heritage for current and proposed major new activities. These branches also deliver strategic programs like landscape conservation assessments, input to strategic planning processes, and threatened species recovery programs.

The Specialised Regulation Branch delivers programs where a single centralised program delivers the best results for NSW. This branch covers regulation of waste, contaminated sites, radiation, chemicals and dangerous goods, and crown forestry.

The Reform and Compliance Branch is the reform, operational support and compliance assurance 'engine room' for the Group. This Branch ensures the delivery of credible and robust regulation across functions and program areas through regulatory governance and

assurance, innovative approaches, incentive schemes, knowledge management, licence administration and compliance programs.

The Environment Protection and Regulation Group have two Graduate positions available. Applicants are required to have a degree in an environmental field, planning, public policy or economics. There may be an opportunity for a work rotation to a regional centre; however, if the Graduate is interested in this, they would be required to meet their own travel and accommodation costs.

Legal Services Branch

(position number 10858: note that this position is identified as Aboriginal, so you will need to complete the Aboriginal Graduate application form to apply for this position)

The Legal Services Branch is part of the Office of the Director General of DECCW, and has over thirty lawyers and seven specialist investigators. The Branch is divided into three sections.

The Legislation and Advice section provides legal advice on legislation administered by DECCW relating to environment protection and conservation. Advice is also provided on the machinery of government, civil liability, property and other matters that affect the operations of the DECCW. The section assists in the making and implementation of new and amending legislation, including education and training of DECCW staff.

The Litigation section prepares and conducts litigation involving DECCW and deals with subpoenas served on the DECCW. It carries out work in the areas of civil litigation, criminal prosecution, coronial inquiries and civil enforcement. It also provides advice on regulatory reform relating to investigation, enforcement and litigation issues, and conducts education and training for DECCW officers.

The Specialist Investigations Unit provides specialist investigation input into the investigation of serious or major conservation and environmental incidents and suspected breaches of legislation administered by DECCW. It also provides advice and training on investigation procedures to DECCW officers.

Legal Services Branch has one Aboriginal Graduate position available, and applicants must have a degree in law.

Parks and Wildlife Group

The Parks and Wildlife Group is responsible for the growth and management of the protected area system and field-based wildlife management. The Group ensures the conservation of protected native flora and fauna within the reserve system and wilderness areas, and promotes community awareness, understanding and appreciation of natural and cultural heritage. The Parks and Wildlife Group have two Graduate positions available, and details of these positions are below:

Tourism and Partnerships Branch (position number 10877)

The Tourism and Partnerships Branch of the Parks and Wildlife Group is responsible for the development and implementation of state-wide initiatives encouraging sustainable tourism, partnerships and visitation across NSW's national parks. The key functions of the branch include business development and the management of business and commercial operations, including a significant lease portfolio and implementation of the commercial tour operator licensing system; management of the park use fee program; tourism and visitor research; development of visitor and recreation strategies; coordination of community programs such

as volunteering, events and the *Discovery walks, talks and tours* program; interpretation; and visitor and business to business marketing.

The branch's structure includes Commercial Partnerships and Policy; Business Development; Business Operations; Marketing and Promotion; Visitor Experience and Education; and National Parks Call Centre.

Tourism and Partnerships Branch have one Graduate position available, and applicants are required to have a degree in marketing, tourism or business.

Protected Area Policy and Programs Branch (position number 10878)

The Protected Area Policy and Programs Branch leads and sets strategy for the transfer and purchase of lands for the expansion of the NSW national parks system and its wilderness estate; leads the establishment and management of a system of marine parks integrated with aquatic and other terrestrial reserves through the Marine Parks Authority; leads and coordinates DECCW's state-wide Aboriginal joint management program; leads and reforms DECCW's state-wide wildlife licensing and management program; integrates the operations of Parks and Wildlife Group into state-wide natural resource management and environmental planning programs; coordinates park-wide programs and provides expert advice on karst and geodiversity; and leads and co-ordinates cabinet and legislative processes within the Parks and Wildlife Group.

The Protected Area Policy and Programs Branch has one Graduate position available, and applicants are required to have a degree in science, economics or humanities.

5. Applying for a Graduate position

Placement on the Graduate program is offered on the basis of merit. The applicant(s) considered to be the most suitable will be selected. To decide this we will look at your application with relevance to the advertisement. You will need to submit a separate application for each Graduate position you wish to be assessed for.

The advertisement details the criteria used in the selection. There are eight selection criteria and the selection panel cannot overlook any of the criteria. If you do not show how you meet all eight selection criteria, your application is unlikely to be considered any further.

6. Writing your application

Complete the **Selection criteria** section that is included in the application form.

Under each heading clearly explain how your experience, skills, knowledge and personal qualities address the criteria and provide a specific example.

You may write a few paragraphs on each criterion or write in point form. Please do not assume the selection committee will know you can do something unless you tell them. You need to describe *what you have done/can do* for each criterion.

The following is an example of how you would address a selection criterion.

Excellent written and verbal communication skills

This is a generic statement on your written and verbal communication skills and it can cover all work and other experiences. It is not sufficient just to state *I have excellent communication skills*. Describe the experience you have. For example, you may wish to demonstrate your skills by describing the kinds of letters, reports or documents you have written, or whether you have spent a lot of time dealing face to face, or on the phone, with the general public, clients or other Government departments.

Please provide a specific example

Having provided a generic statement on how you meet the selection criteria, you now need to detail a specific instance to support the above. This could be a positive or negative example as the selection committee is looking at the skills you used to address the situation.

Situation

Describe a situation you have been involved in that required you to use these skills. Was this as a result of a directive, your own initiation, or teamwork? Who was the contact with, and what was the contact regarding?

Action

What action did you take and what was your role in this situation?

Outcome

Were expectations met, what did you learn from this, have you used these skills in other areas? Could you have done things differently?

Include an up-to-date **resume**. This should include information about the type of work, including voluntary or unpaid work, you have done in the past, what organisations you have worked for, the period you were employed, the kind of work you did, your skills and what your responsibilities were.

Please include the names and phone numbers of **two referees** (at least one referee should be a recent supervisor, if possible). You should explain how you know each referee; for example, is the referee your supervisor or a coworker? Your referees should know about the type of job you are applying for as they may be contacted by our selection panel.

7. Selection process

We will assess your application through:

- selection criteria (your responses to the questions in the application form)
- assessment process
- interview.

8. Attending an interview

If you are selected for an interview, you will be contacted by telephone and told when and where the interview will be held. Generally, you will be told at least three working days before the interview. You are advised to bring your original official university documents including your academic transcript and, if your degree is completed, a copy of your qualification, as well as portfolio or samples of your previous work, to the interview. *If you need wheelchair access to the interview building, or an interpreter because you are hearing impaired, or have any other requirements, tell the person who contacts you so that we can make appropriate arrangements.* At the interview you may be asked to do a test or task to demonstrate your skills required for the job.

If you are unavailable to attend the interview on the advised date and time, arrangements may be approved which allow you to undertake the interview by telephone. Provisions necessary under these circumstances will be arranged directly with you.

9. Graduate program advertisement

No smoking in the workplace is DECCW policy.

Graduate program: 18 positions (position number: DECCW09/155)
Graduate position: Environmental Officer Grade 2–7
Various locations: Temporary full-time
Total remuneration package to \$88,002 p.a. including salary (\$53,454–79,748)
(the remuneration package quoted includes annual salary, employer's contributions to superannuation scheme and annual leave loading).

Selection criteria

1. Recently completed (i.e. within the last 3 years), or in the final stages of completing, a degree in a relevant discipline, with a sound academic record
2. Demonstrated ability to achieve results
3. Demonstrated strategic, analytical thinking and problem solving skills
4. Organisational and project management skills
5. Research skills
6. Excellent written and verbal communication skills
7. Teamwork and collaborative working skills and experience
8. Technical proficiency and demonstrated knowledge of a relevant discipline.

One position will be located in Newcastle. All other positions will be located in the Sydney metropolitan area. For specific details on the Graduate positions available, please refer to the recruitment package. Applicants may be required to undergo an assessment exercise during the selection process. Applicants must obtain a copy of the recruitment package prior to submitting an application. A separate application must be submitted for each position you wish to apply for. An Information session will be held on 27 August 2009 at 5.30 pm at Level 15, 59–61 Goulburn Street, Sydney. If you are interested in attending, please email graduates@environment.nsw.gov.au to register your attendance.

Inquiries: email graduates@environment.nsw.gov.au, or phone (02) 9585 6802.

Information packages: <http://www.environment.nsw.gov.au/jobs/> or phone (02) 9585 6802.

Applications should be marked 'Confidential' and addressed to:

The Employment Programs Officer
Department of Environment, Climate Change and Water NSW
Learning and Organisational Development
PO Box 1967
Hurstville, NSW 2220

or faxed to: (02) 9585 6116

or e-mailed to: graduates@environment.nsw.gov.au

or lodged electronically on www.careerone.com.au, www.mycareer.com.au or www.seek.com.au.

Closing date: Friday 11 September 2009

10. Graduate position description

Position title:	Graduate
Classification/Grade:	Environment Officer Grade 2–7
Group/Division and Branch: Region/Section/Area/Unit: Location:	Various
Purpose of the position:	Undertake and contribute to a range of projects to support the scientific, policy and operational aims of DECCW. Undertake professional development activities and gain experience across a broad range of DECCW's responsibilities.
Position reports to:	Unit/Section Manager (various)
Budget:	Nil

Knowledge, skills and experience (selection criteria)

1. Recently completed (i.e. within the last 3 years), or in the final stages of completing a degree in a relevant discipline, with a sound academic record.
2. Demonstrated ability to achieve results.
3. Demonstrated strategic, analytical thinking and problem solving skills.
4. Organisational and project management skills
5. Research skills.
6. Excellent written and verbal communication skills.
7. Teamwork and collaborative working skills and experience.
8. Technical proficiency and demonstrated knowledge of a relevant discipline.

Notes:

- Applicants must obtain a copy of the information package prior to submitting an application.
- Applicants may be required to undergo an assessment exercise during the selection process.
- This document should be used in concert with the various pieces of legislation applicable to the position; corporate, divisional and branch/section plans; individual work plans; project and business plans.
- All employees are expected to commit to corporate values and standards.

Position impacts (challenges and influence)

- Work is conducted within agreed guidelines and professional guidance is available from the supervisor, mentor and peers; within this framework, the position holder is expected to operate with a reasonable degree of independence, making decisions on assigned projects and providing technical advice.
- Comprehend and utilise technical and scientific information to generate options and recommendations which are soundly based on research and appropriate consultation for review by senior officers.
- Manage a number of projects with competing demands and provide concise and well-researched documents to inform policy development and further project and departmental aims.
- Participate in project teams with other divisions, and establish collaborative working relationships with other project staff.
- Depending on the nature of projects, liaise with a wide range of government and non-government organisations, including State and Commonwealth agencies, conservation groups, industry, scientists and scientific bodies, and central agencies.

Key accountabilities and responsibilities

- Participate in both work placement and multi-disciplinary projects across DECCW.
- Provide input to the development of policy, performing sound, professional project work to deliver services and solutions within agreed timeframes.
- Undertake research, collate and analyse information and data to support the development and review of policies and corporate documents.
- Provide written and verbal information and advice to other staff.
- Actively participate in professional development activities
- Apply knowledge of equity, customer service and occupational health and safety policies and principles; and strategies and plans relative to the Ethnic Affairs Priorities Statement, in all aspects of work to assist in the provision of appropriate and high quality service and facilities to staff, co-workers and customers. Act ethically to preserve the professional integrity of the workplace.

11. Aboriginal Graduate Program Advertisement

No smoking in the workplace is DECCW policy.

Aboriginal Graduate Program: 2 positions (position number: DECCW09/155)
Graduate position: Environmental Officer Grade 2–7
Sydney location: Temporary full-time
Total remuneration package to \$88,002 p.a. including salary (\$53,454–79,748)
(the remuneration package quoted includes annual salary, employer's contributions to superannuation scheme and annual leave loading).

Selection criteria

1. Recently completed (i.e. within the last 3 years), or in the final stages of completing a degree in a relevant discipline, with a sound academic record
2. Aboriginality
3. Demonstrated ability to achieve results
4. Demonstrated strategic, analytical thinking and problem solving skills
5. Research, organisational and project management skills
6. Excellent written and verbal communication skills
7. Teamwork and collaborative working skills and experience
8. Technical proficiency and demonstrated knowledge of a relevant discipline.

These are identified positions under the DECCW Equity and Diversity Framework, in accordance with Part 9A of the *Anti Discrimination Act 1997*. Aboriginality is an essential criterion. Non-identified graduate positions are also being advertised in the Sydney metropolitan area and one position in Newcastle. Aboriginal applicants are also encouraged to apply for these graduate positions. Applicants may be required to undergo an assessment exercise during the selection process. Applicants must obtain a copy of the information package prior to submitting an application. A separate application must be submitted for each position you wish to apply for. An information session will be held on Thursday 27 August 2009 at 5.30 pm at Level 15, 59–61 Goulburn Street, Sydney. If you are interested in attending please email graduates@environment.nsw.gov.au to register your attendance.

Inquiries: email graduates@environment.nsw.gov.au, or phone (02) 9585 6802.

Information packages: <http://www.environment.nsw.gov.au/jobs/> or phone (02) 9585 6802.

Applications should be marked 'Confidential' and addressed to:

The Employment Programs Officer
Department of Environment, Climate Change and Water NSW
Learning and Organisational Development
PO Box 1967
Hurstville, NSW 2220

or faxed to: (02) 9585 6116

or e-mailed to: graduates@environment.nsw.gov.au

or lodged electronically at www.careerone.com.au, www.mycareer.com.au or www.seek.com.au.

Closing date: Friday 11 September 2009

12. Aboriginal Graduate Position Description

Position title:	Graduate (Aboriginal)
Classification/Grade:	Environment Officer Grade 2–7
Group/Division and Branch: Region/Section/Area/Unit: Location:	Various
Purpose of the position:	Undertake and contribute to a range of projects to support the scientific, policy and operational aims of DECCW. Undertake professional development activities and gain experience across a broad range of DECCW's responsibilities.
Position reports to:	Unit/Section Manager (various)
Budget:	Nil

Knowledge, skills and experience (selection criteria)

1. Aboriginality
2. Recently completed (i.e. within the last 3 years), or in the final stages of completing a degree in a relevant discipline, with a sound academic record.
3. Demonstrated ability to achieve results.
4. Demonstrated strategic, analytical thinking and problem solving skills.
5. Research, organisational and project management skills
6. Excellent written and verbal communication skills.
7. Teamwork and collaborative working skills and experience.
8. Technical proficiency and demonstrated knowledge of a relevant discipline.

Notes:

- Applicants must obtain a copy of the information package prior to submitting an application.
- Applicants may be required to undergo an assessment exercise during the selection process.
- This document should be used in concert with the various pieces of legislation applicable to the position; corporate, divisional and branch/section plans; individual work plans; project and business plans.
- All employees are expected to commit to corporate values and standards.

Position impacts (challenges and influence)

- Work is conducted within agreed guidelines and professional guidance is available from the supervisor, mentor and peers; within this framework, the position holder is expected to operate with a reasonable degree of independence, making decisions on assigned projects and providing technical advice.
- Comprehend and utilise technical and scientific information to generate options and recommendations which are soundly based on research and appropriate consultation for review by senior officers.
- Manage a number of projects with competing demands and provide concise and well-researched documents to inform policy development and further project and departmental aims.
- Participate in project teams with other divisions, and establish collaborative working relationships with other project staff.
- Depending on the nature of projects, liaise with a wide range of government and non-government organisations, including State and Commonwealth agencies, conservation groups, industry, scientists and scientific bodies, and central agencies.

Key accountabilities and responsibilities

- Participate in both work placement and multi-disciplinary projects across DECCW.
- Provide input to the development of policy, performing sound, professional project work to deliver services and solutions within agreed timeframes.
- Undertake research, collate and analyse information and data to support the development and review of policies and corporate documents.
- Provide written and verbal information and advice to other staff.
- Actively participate in professional development activities
- Apply knowledge of equity, customer service and occupational health and safety policies and principles; and strategies and plans relative to the Ethnic Affairs Priorities Statement, in all aspects of work to assist in the provision of appropriate and high quality service and facilities to staff, co-workers and customers. Act ethically to preserve the professional integrity of the workplace.

13. Application checklist

You should send your application so that it reaches the address in the advertisement by the due date.

- Complete all details on the Graduate Application Form and attach this form to your resume.
- Ensure you specify the Graduate position you are applying for (including position number as per the recruitment package). You need to submit a separate application for each Graduate position you wish to apply for.
- Ensure your application includes your contact details: name, address, phone number, mobile number.
- Ensure your application includes an up-to-date resume.
- Ensure your application includes the names and phone numbers of two referees.
- Pages should be numbered, and your name should appear at top or bottom of each page, to avoid confusion.
- Applications can be mailed, emailed to graduates@environment.nsw.gov.au, faxed to (02) 9585 6116, or lodged electronically on www.careerone.com.au, www.mycareer.com.au or www.seek.com.au.
- If applying on-line, attachments must be MS Office 2003 compatible and correctly attached. Please keep a record of the receipt number issued on-line.
- Do not** send original documents such as certificates (applications are not returned); instead bring them with you to the interview to show the committee.
- Do not** send any type of folder or plastic sleeve. Applications should be stapled.
- Emailed applications should specify the position number (this will be in the recruitment package) in the 'Subject' field of the email.
- Send **one** copy of your application for each Graduate position you wish to apply for. Attachments that cannot be emailed can be mailed or faxed separately (quoting position number), or presented at interview.
- Late applications:** If you wish to get an extension of the closing date, you will need to contact the Inquiries phone number.
- Due to the large number of DECCW offices, you are reminded to send your application to the specific address in the advertisement
- Once all applications have been received and forwarded to the *Inquiries* person, you will receive written confirmation of your application.
- If you have any questions regarding the position, or the status of your application, please contact the Inquiries number listed in the advertisement.

Appendix A Overview of Climate Change Policy and Programs Branches participating in the Graduate Program

Climate Change, Air and Noise Branch

The Climate Change, Air and Noise Branch leads the NSW climate change policy response including co-ordinating work across DECCW and the NSW Government; develops and delivers the State's 25-year plan to reduce air pollution 'Action for Air'; and leads policy to protect the community from noise pollution.

The graduate position would be initially within the Climate Change Action Coordination Section. This Section drives whole-of-Government response to climate change issues.

Departmental Performance Management and Communications Division

The Departmental Performance Management and Communication Division facilitates access for and information to the public and staff, manages the DECCW brand, and supports much of DECCW's operations by managing and coordinating DECCW corporate governance programs, Ministerial liaison, public communications, media and publications. The Division also prepares the 'NSW State of the Environment' report and assists the appropriate integration of economic considerations in environmental management decision-making in DECCW, the NSW government, and nationally, where appropriate.

Landscapes and Ecosystems Conservation Branch

The Landscapes and Ecosystems Conservation Branch is charged with advising and developing DECCW's strategic directions in, as well as, the policy frameworks and programs for landscape health and ecosystem conservation on private and non-reserved public lands.

Natural Resources Management Investment Branch

The Natural Resources Management (NRM) Investment Branch ensures that NSW secures substantial funding for investment in NRM and private land conservation and gets the best environmental returns from the deployment of these funds.

The graduate would be placed initially within the Catchment Support Investments Section which provides critical NRM policy, planning and analysis – especially in terms of preparing advice to the Executive and the Minister and drafting Cabinet Minutes. This Section provides whole-of-Government coordination and interagency liaison for NRM investment planning; administers the Catchment Action NSW program and rolls out the 'Caring for our Country' program by delivering funds provided by the Commonwealth and NSW Governments.

Urban and Coastal Water Reform Branch

The Urban and Coastal Water Reform Branch develops policy and programs to drive water quality, coastal, floodplain and urban water management outcomes for the environment and community.

Within this Branch, one graduate would be placed initially within the Technical Advisory Unit which develops policy and technical advice on water quality and water pollution management.

Another graduate would be placed initially within the Urban Flood Unit which develops floodplain risk management policy, research and development, project management,

oversight and technical review of flood investigations, and management of the Hunter Valley Flood Mitigation Scheme.

Water for the Environment Branch

The Water for the Environment Branch acquires water for the environment by buying back water entitlements and commissioning water savings infrastructure; manages environmental water for targeted river and wetland outcomes; and influencing State and National water policy.

The graduate position would be located initially within the Water and Wetlands Strategy Unit which develops policy and provides advice on the protection of water and wetlands in NSW, such as representing the environment's interests in the development and implementation of water sharing plans, and through interactions with other state agencies, organisations (e.g. Murray–Darling Basin Authority) and in national forums.

Sustainability Programs Division

The Sustainability Programs Division works to maximise environmental outcomes from DECCW's financial investments through the Environmental Trust and the Climate Change Fund and develops integrated sustainability programs for Government, business, community organisations and householders.

One graduate position will be located initially within the Environmental Funding Branch, which develops and implements funding programs through the Environmental Trust and Climate Change Fund. The Branch runs both contestable and non-contestable programs.

Another graduate position will be located initially within either the Product Stewardship Section or Resource Recovery Section (both within the Local Government and Resource Recovery Branch). These sections manage NSW projects under the National Packaging Covenant, and develop policy to support extended producer responsibility in areas including E-Waste.

A third graduate position will be located initially within Water and Energy Programs Branch in the Built Environment Section, which develops building energy performance tools.

A fourth graduate position will be located initially within Water and Energy Programs Branch in the Sustainable Government Section which assists Government agencies to save energy and water.

Four graduate positions will be in partnership with the Department of Education and Training (DET). Two of these positions will commence in the Business Partnerships Section of the Business and Community Programs Branch, and two in Water and Energy Programs Branch. The graduates will work with DECCW and DET to deliver energy training for the Vocational Education and Training sector and to develop and deliver industry partnerships on energy education and training.

Published by

Department of Environment, Climate Change and Water NSW, 59–61 Goulburn Street, Sydney South, NSW 1232. Phone: (02) 9995 5000 (switchboard); 131 555 (environment information and publications requests); 1300 361 967 (national parks information and publications requests). Fax: (02) 9995 5999 TTY: (02) 9211 4723. Email: info@environment.nsw.gov.au Website: www.environment.nsw.gov.au

DECCW 2009/568

August 2009