

Coordination and Planning Officer

Do you want your work to make a difference for NSW?

Together, we create thriving environments, communities and economies.

- **Support the Branch Director with high level administration**
- **Location Coffs Harbour. On-going full-time, with part-time or job-sharing will be considered**
- **Environmental Officer Class 8 offering salary from \$101,396 to \$114,396 + super dependant on experience**

The Biodiversity and Conservation Division is currently seeking an experienced Coordination and Planning Officer to provide the coordination and business planning support to the Branch Director, including daily management of briefings and correspondence, issues management, and higher-level administration support.

About You

The Coordination and Planning Officer will confidently support the Branch Director in the delivery of projects across the Division/Branch and coordinate and assist in the development and implementation of mechanisms for improving the Division's/ Branch's performance, including system and process improvements and development of performance measures and targets.

Striving for continuous improvement with customer service, you will play an active role in the business management of the Branch, including branch planning, performance reporting and supporting the business management for senior staff in the Branch Management Team.

This is an exciting opportunity to provide a range of high-quality support service to ensure the successful delivery of programs and business priorities are delivered.

We offer excellent career and training development opportunities as well as attractive benefits such as flex-time and health and fitness passport.

To be the successful applicant for this position you will:

- Have the ability to work with key stakeholders, internal and external, to identify how changing business requirements may be delivered with existing solutions.
- Have knowledge and experience of working in a fast paced and high work volume office, including a proven capacity to support senior level staff in the management of projects and issues.

For more information read the full Role Description: [Coordination & Planning Officer](#)

To Apply

If excited by the information above, we look forward to receiving your application, including a copy of your resume and cover letter expressing your interest and suitability for the role.

It is an essential requirement of the role that successful candidates are fully vaccinated by receiving an acceptable course of COVID-19 vaccination as defined by the Australian Technical Advisory Group on Immunisation (ATAGI) as a condition of employment.

A recruitment pool may be created for ongoing and temporary opportunities of the same role or role type that may become available over the next 18 months.

Looking for more information or assistance in applying?

Our Diversity team can assist to:

- provide alternative formats to apply
- make adjustments to the recruitment process
- offer information about workplace adjustments and support networks

We encourage people with disability to apply. If you have disability and require more information on adjustments and assistance to apply, contact the Diversity team on Diversity@DPIE.nsw.gov.au (please include reference number).

If you are an Aboriginal or Torres Strait Islander check out Our Mob on Country dpie.nsw.gov.au/premiers-priorities/our-mob-on-country to see the work we do and get assistance in applying.

Applications close Wednesday 29 June 2022 at 11:55pm

Should you require further information about the role please contact:

Troy Northey via troy.northey@environment.nsw.gov.au or on 0472 802 719.

Applications are to be lodged online at iworkfor.nsw.gov.au

Job Reference Number [520671](#)