Role Description

**Project Officer Regional Water Project**

**Interfaces**

|  |  |
| --- | --- |
| **Cluster** | Planning, Industry & Environment |
| **Agency** | Department of Planning, Industry & Environment |
| **Division/Branch/Unit** | Water / Water Infrastructure NSW / Project Interfaces and Government Relations |
| **Classification/Grade/Band** | Clerk Grade 7/8 |
| **ANZSCO Code** | TBC |
| **PCAT Code** | TBC |
| **Date of Approval** | TBC |
| **Agency Website** | https://www.dpie.nsw.gov.au/water |

# About the Department of Planning, Industry and Environment

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

The Water Group leads the NSW Government in providing confidence to communities and stakeholders with the transparent stewardship of water resources, provision of services and reforms that support sustainable and healthy environments, economies and societies across NSW.

# Primary purpose of the role

Provide issues management and project support for the regional water capital works program interfaces and liaise with stakeholders on individual projects in order to improve delivery of regional water infrastructure projects that achieve water security across NSW, drive economic growth in regional NSW economies, support towns and communities and enhance environmental outcomes.

# Key accountabilities

* Provide support to Management and the Senior Executive in managing the relationships with key stakeholders on regional water infrastructure projects to deliver projects that improve regional water security and drought resilience across regional NSW.
* Support negotiations between NSW government agencies through providing timely and accurate information to assist with delivering key planning documents such as the Strategic and Final Business Cases, planning documents (including Environmental Impact Statement, Response to Submissions report, and Review of Environmental Factors reports) and Infrastructure NSW Gateway Review materials.
* Support negotiations between NSW government agencies with respect to technical design and statutory approvals to deliver the water infrastructure program
* Provide timely and well considered policy advice to the Manager Regional Water Interfaces to assist with discussions with NSW Treasury to identify financially sustainable funding pathways and models for longer term investment in the projects.
* Provide assistance to the team and management by providing advice to inform discussions with key internal stakeholders, and external stakeholders including WaterNSW, Infrastructure NSW, Commonwealth Government, Department of Regional NSW and local governments.
* Contribute to briefing materials for the CEO, Minister and Cabinet on project status, key issues and risks, and contribute to regular reporting to relevant governance bodies including steering committees and working groups.
* Approach problems with a solutions focus, developing practical and pragmatic outcomes to address complex policy issues.

# Key challenges

* Providing timely and accurate information of a high standard on critical matters and urgent or emerging issues, often within tight timeframes
* Coordinating interdependencies and balancing competing demands to ensure the team’s objectives are achieved in a timely manner under changing and evolving circumstances.
* Identifying issues that need escalation and helping to develop solutions to appropriately resolve issues and ensure that key deliverables and outcomes continue to progress.
* Managing conflicting priorities and politically sensitive issues.
* Developing and maintaining collaborative working relationships with the team and wider division.

# Key relationships

| **Who** | **Why** |  |
| --- | --- | --- |
| **Internal** |  |  |
| Manager Regional Water Interfaces | * Providing key strategic advice, and escalating issues as appropriate | |
| Director Project Interfaces and Government Relations | * Contributing to briefing materials, and providing support and advice, including escalating key project risks and issues | |
| Regional Water team | * Build a shared sense of understanding regarding systems, process, protocols, and expectations. * Monitor service delivery, and provide coaching and support as required. | |
| Department of Planning, Industry and Environment project teams and subject matter experts | * Contributing to and collaborating on key projects, identifying key risks and solutions, and seeking technical inputs as required | |
| **External** |  |  |
| Multiple interagency and interjurisdictional working groups | * Participate in forums, groups and discussions to share information, represent the division and obtain feedback regarding key initiatives. * Share information regarding the development and implementation of policy, program and regulatory approaches to improve consistency across Government. | |

# Role dimensions

## Decision making

* Independently provides advice and delivers outcomes on time, within budget and to the expectations in terms of quality and agreed KPIs
* Manages operational aspects of work and develops relationships with key stakeholders
* Sets own priorities consistent with prescribed deadlines
* Refers issues that are politically sensitive or require approval outside of financial or operational delegation to the Manager Regional Water Project Interfaces

**Reporting line**

Manager Regional Water Project Interfaces

**Direct reports**

Nil

**Budget/Expenditure**

Nil

# 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** | |  |  |
| --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
|  | **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 |
|  | **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 |
|  | **Influence and Negotiate**  Gain consensus and commitment from others, and resolve issues and conflicts | * Use facts, knowledge and experience to support recommendations * Work towards positive and mutually satisfactory outcomes * Identify and resolve issues in discussion with other staff and stakeholders * Identify others’ concerns and expectations * Respond constructively to conflict and disagreements and be open to compromise * Keep discussions focused on the key issues | Intermediate |
|  | **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 |

# 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** | |
|  | 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 | Intermediate |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Adept |
| Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
|  | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| 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 |
|  | 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 | Adept |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
| Project Management | Understand and apply effective planning, coordination and control methods | Foundational |
|  | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
|  | Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Intermediate |
|  | Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Intermediate |