

# Role Description

## Senior Project Officer Regional Water Project Interfaces



Planning,  
Industry &  
Environment

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 9/10
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	December 2020
Agency Website	<a href="https://www.dpie.nsw.gov.au/water">https://www.dpie.nsw.gov.au/water</a>

### 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

Assist with managing the regional water capital works program interfaces and liaise with key 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

- Liaise with key stakeholders on regional water infrastructure projects to deliver projects that improve water security and drought resilience across regional NSW.
- Provide support to negotiations between NSW government agencies and 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.

- Advise on and contribute to negotiations between NSW government agencies with respect to technical design and statutory approvals to help deliver the water infrastructure program
- Support the Manager Regional Water Interfaces in working with NSW Treasury to identify financially sustainable funding pathways and models for longer term investment in the projects.
- Liaise between key internal stakeholders, and external stakeholders including WaterNSW, Infrastructure NSW, the Commonwealth Government, Department of Regional NSW and local governments.
- Contribute to and prepare 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.
- Support the Manager Regional Water Interfaces to build a high performing team in order to deliver the regional capital works program.
- Approach problems with a solutions focus, delivering practical and pragmatic outcomes to address complex policy issues.

## Key challenges

- Managing 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 developing solutions to appropriately resolve issues and ensure that key deliverables and outcomes continue to progress.
- Developing and maintaining collaborative working relationships with key stakeholders while dealing with a diverse range of complex and sensitive issues, characterised by conflicting priorities, high volume workload, and political sensitivities. .

## Key relationships

Who	Why
<b>Internal</b>	
Manager Regional Water Interfaces	<ul style="list-style-type: none"> <li>• Providing key strategic advice, and escalating issues as appropriate</li> </ul>
Director Project Interfaces and Government Relations	<ul style="list-style-type: none"> <li>• Providing briefing materials, support and advice, including escalating key project risks and issues</li> </ul>
Delivery project teams	<ul style="list-style-type: none"> <li>• Provide expertise and support to project delivery teams, identifying key risks and solutions, and seeking technical inputs as required</li> </ul>
Department of Planning, Industry and Environment project teams and subject matter experts	<ul style="list-style-type: none"> <li>• Collaborating on projects, identifying key risks and solutions, and seeking technical inputs as required</li> </ul>
<b>External</b>	
Multiple interagency and interjurisdictional working groups	<ul style="list-style-type: none"> <li>• Collaborating on projects, identifying key risks and solutions, and seeking technical inputs as required</li> </ul>

## 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 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](#) 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	<b>Display Resilience and Courage</b> Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> <li>• Be flexible, show initiative and respond quickly when situations change</li> <li>• Give frank and honest feedback and advice</li> <li>• Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately</li> <li>• Raise and work through challenging issues and seek alternatives</li> <li>• Remain composed and calm under pressure and in challenging situations</li> </ul>	Adept
 Relationships	<b>Work Collaboratively</b> Collaborate with others and value their contribution	<ul style="list-style-type: none"> <li>• Encourage a culture that recognises the value of collaboration</li> <li>• Build cooperation and overcome barriers to information sharing and communication across teams and units</li> <li>• Share lessons learned across teams and units</li> <li>• Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work</li> <li>• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li> </ul>	Adept
	<b>Influence and Negotiate</b> Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> <li>• Use facts, knowledge and experience to support recommendations</li> <li>• Work towards positive and mutually satisfactory outcomes</li> <li>• Identify and resolve issues in discussion with other staff and stakeholders</li> <li>• Identify others' concerns and expectations</li> <li>• Respond constructively to conflict and disagreements and be open to compromise</li> <li>• Keep discussions focused on the key issues</li> </ul>	Intermediate

## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Results	<b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> <li>• Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience</li> <li>• Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience</li> <li>• Seek contributions and ideas from people with diverse backgrounds and experience</li> <li>• Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>	Adept

## Complementary capabilities

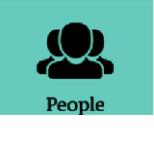
*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

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	Adept
	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
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept

## COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 <p>Relationships</p>	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
 <p>Results</p>	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	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
 <p>Business Enablers</p>	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	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate
 <p>People</p>	Manage and develop people	Engage and motivate staff, develop capability and potential in others	Intermediate
	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	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate