

Role Description

Senior Project Officer

Commonwealth 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	225311
PCAT Code	1119192
Date of Approval	April 2021
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

Assist with managing the interactions with the Commonwealth Government on the NSW capital works program, including the NSW Sustainable Diversion Limit Adjustment Mechanism (SDLAM) projects and other projects for which the NSW Government is seeking or has obtained Commonwealth Government funding. The role works closely with the Murray Darling Basin and Intergovernmental team as lead in negotiations with other state and federal government agencies.

Key accountabilities

- Liaise with key Commonwealth Government stakeholders on water infrastructure projects to secure and report on funding agreements, working with the Water Infrastructure Development and Delivery team, as well as project proponents.
- 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.

- Contribute to the analysis of legislation and intergovernmental agreements to provide expert advice and insight to the Water Infrastructure Development and Delivery team, helping to ensure key NSW Government capital projects are effectively managed and implemented, and the best possible outcomes for NSW are achieved
- Work with the Murray Darling Basin and Intergovernmental team within DPIE Water to develop expert policy advice to support the Minister and senior executive, and position NSW as lead in negotiations with other state and Commonwealth government agencies for the successful delivery of commitments under the MDBP including the SDLAM projects
- Prepare briefing materials for the CEO Water Infrastructure NSW, the Minister and Cabinet on key issues and risks in relation to the Commonwealth Government funding commitments and opportunities, and contribute to regular reporting to relevant governance bodies including steering committees and working groups
- Contribute to a high performing team that has the technical expertise and capability to work with key stakeholders to assist with delivering the NSW water capital works program

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

Commonwealth government agencies	<ul style="list-style-type: none"> Proactively establish and maintain effective working relationships with key officers in Commonwealth agencies to identify key risks and develop solutions
Multiple interagency and interjurisdictional working groups	<ul style="list-style-type: none"> Collaborating on projects, identifying key risks and solutions, and seeking technical inputs as required

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 Commonwealth Project Interfaces

Reporting line

Manager Commonwealth 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	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none">• Be flexible, show initiative and respond quickly when situations change• Give frank and honest feedback and advice• Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately• Raise and work through challenging issues and seek alternatives• Remain composed and calm under pressure and in challenging situations	Adept
	 Relationships	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none">• Encourage a culture that recognises the value of collaboration• Build cooperation and overcome barriers to information sharing and communication across teams and units• Share lessons learned across teams and units• Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none">• 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

FOCUS CAPABILITIES


Capability group/sets	Capability name	Behavioural indicators	Level
 Results	Think and Solve Problems	<ul style="list-style-type: none"> 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
	Think, analyse and consider the broader context to develop practical solutions		

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
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
 Results	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
 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	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
 People	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