Role Description
Aboriginal Cultural Officer (Identified)

Cluster	Planning, Industry & Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Water / Water Infrastructure NSW
Location	Regional Location Negotiable
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	17 February 2021
Agency Website	www.dpie.nsw.gov.au

Agency overview

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

The role contributes to the design and implementation of community and stakeholder engagement strategies for projects delivered by the Water Infrastructure NSW Division of DPIE Water Group. These strategies involve building relationships with stakeholders and key regional, metropolitan and first nations communities; and communications to support this engagement in collaboration with the Water Communications team. The role effectively engages with various community stakeholders to plan and deliver infrastructure across the water sector.

Key accountabilities

- Work closely with Water staff to facilitate input by Aboriginal Communities on issues, policy positions and planning development to ensure outcomes are identified, discussed and resolved within Water to a point where negotiation with other relevant stakeholders can proceed.

- Share and transfer community and cultural knowledge, expertise and skills to colleagues and clients, including conducting information, training and briefing sessions to contribute to continuity of knowledge across the agency.
- Assist the team to develop and maintain communication networks with Aboriginal communities and stakeholders to ensure delivery of project objectives and milestones.
- Establish networks for Aboriginal stakeholders to gain their input and inform the water management planning processes and improve the ability of Water to integrate Aboriginal heritage, views and values into water management planning.
- Provide and contribute to advice, analysis of options and briefings to the Water senior management to maintain information flow about Government and water resource management policy, legislation and initiatives that affect Aboriginal communities.
- Contribute to the development of policies, strategies and programs that balance complex and multiple issues with sensitivity to relationships with stakeholders, resource requirements, and service delivery impacts.

Key challenges

- Working with a wide range of stakeholders with different levels of understanding to encourage and enhance two way communication and understanding to enable effective inclusion of Aboriginal perspectives and cultural issues in water management.
- Working in a culturally appropriate manner whilst also maintaining a good knowledge of the priorities and strategic directions for Water and water reform and planning issues more generally, including the trends and developments to enable effective input to planning and policy processes.
- Maintaining the workflow and administration during high volume periods balancing delivery of day to day priorities with longer term project requirements.

Key relationships

Who	Why
Internal	
Directors and Senior Managers	• Provide input, advice and information and contribute to management of unit.
Managers within Planning	• Receive guidance and provide regular updates and reports on assigned tasks and provide advice on escalating issues. • Identify, discuss and plan for emerging issues and negotiate outcomes.
Other areas of Water (including regional staff) and Department of Primary Industries	• Participate in cross agency teams to identify, discuss and resolve issues, communicate and share information.
External	
Aboriginal Communities, clients and Aboriginal support staff in other natural resource management agencies.	• Develop networks to enable Aboriginal stakeholders to gain input to and inform the water planning and review process • Provide cultural input to water management issues • Promote effective inter agency liaison regarding management of Aboriginal issues with relation to water management.

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Role dimensions

Decision making

- Has autonomy to manage tasks and projects and co-ordinates the program/project either individually or participates within teams and manages individual priorities and performance.
- Exercises discretion in the approach and content of information, advice and recommendations provided and consults with the Manager regarding issues or sensitivities

Reporting line

Manager Regional Coastal Planning.

Direct reports

Nil

Essential requirements

- Knowledge, respect and understanding of Aboriginal cultural and water issues.
- Knowledge of water resource management issues and the State and Commonwealth Government's water reform agendas.
- Aboriginal identified positions are developed where Aboriginal identity, cultural knowledge or connections are a genuine aspect of the role. Positions are specifically noted under the provisions of the NSW Anti-discrimination Act (1977) for Aboriginal people who meet the following criteria:
  - o is of Aboriginal and/or Torres Strait Islander descent, and
  - o identifies as an Aboriginal and/or Torres Strait Islander person, and
  - o is accepted as a such by the Aboriginal and/or Torres Strait Islander community

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.
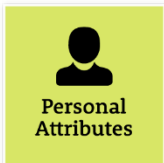
FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so	Intermediate
Relationships	**Commit to Customer Service** Provide customer-focused services in line with public sector and organisational objectives	• Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers	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
Results	**Plan and Prioritise** Plan to achieve priority outcomes and respond flexibly to changing circumstances	• Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team and unit goals, strategies and plans • Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives	Adept

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		• Evaluate outcomes and adjust future plans accordingly	
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	• Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices • Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly	Intermediate
Business Enablers	**Project Management** Understand and apply effective planning, coordination and control methods	• Perform basic research and analysis to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify and escalate possible variances from project plans	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**
Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	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
Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate

Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational