

Role Description

Manager, WAMC



Cluster	Planning, Industry & Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Water / COO
Location	Parramatta
Classification/Grade/Band	Clerk Grade 11/12
Role Family	Adapted/Administration & Executive /Lead
ANZSCO Code	139999
PCAT Code	2119192
Date of Approval	December 2020
Agency Website	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

The role will lead a team that will oversee and co-ordinate the functions of the Water Administration Ministerial Corporation (WAMC) that are set out in the *Water Management Act 2000*. This includes implementation of effective corporate planning and governance frameworks and the effective allocation of resources to ensure it meets its legislative and strategic objectives and oversight of DPIE Water's asset management framework.

Key accountabilities

- Manage the delivery of the WAMC Corporate Strategy, ensuring activities and programs align to strategy objectives
- Review and implement updated governance arrangements including necessary delegations, systems and processes to ensure WAMC's operations are transparent, risks are effectively identified, and managed and legislative obligations are fulfilled

- Manage a portfolio of WAMC programs and projects and provide oversight as a program or project manager as required, including tracking and reporting of projects to ensure effective management and evaluation of issues, risks, mitigation and treatment plans.
- Develop, implement & maintain a comprehensive asset management framework for DPIE Water & WAMC
- Act as central point of contact and principal internal source of expertise, facilitating professional excellence and application of expertise within the teams with regard to WAMC.
- Contribute to preparation of written briefings, reports, submissions and correspondence, as well as Ministerial briefing papers and correspondence, on a range of programs and initiatives

Key challenges

- Enhancing and consolidating existing and disparate knowledge of the WAMC functions and develop a robust governance structure to support these functions and responsibilities.
- Developing and implementing a comprehensive asset management framework for WAMC and DPIE Water assets
- Developing and fostering positive and collaborative working relationships across DPIE Water and other areas of the Department

Key relationships

Who	Why
Internal	
Chief Operations Officer	<ul style="list-style-type: none"> • Escalate issues, provide advice and receive direction • Contribute to the provision of advice and guidance on financial obligations, project management and implementation of initiatives
Senior staff in DPIE Water and senior managers across the Department	<ul style="list-style-type: none"> • Foster effective working relationships to collaborate, consult and engage to deliver targeted and relevant business information and business analysis
External	
Stakeholders, Central agencies, and the Commonwealth.	<ul style="list-style-type: none"> • Identify best practice in business analysis and the use of metrics to support decision making.

Role dimensions

Decision making

This role:

- This role has autonomy in the delivery of projects and activities and makes day to day decisions regarding the utilisation and maximisation of assigned resources
- Consults with the COO in relation to decisions that have wide reaching implications, exceed the role's financial delegations, are contentious and /or are likely to have an impact on stakeholders, and in relation to decisions that require significant change to project outcomes or timeframes

- Delegations are in line with DPIE and WAMC delegations

Chief Operations Officer

Direct reports

3 direct reports (TBC)

Budget/Expenditure

TBA

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
 <p>Personal Attributes</p>	<p>Act with Integrity Be ethical and professional, and uphold and promote the public sector values</p>	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour 	Adept
 <p>Relationships</p>	<p>Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> • Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views 	Adept

- Share information across teams and units to enable informed decision making
- Write fluently in plain English and in a range of styles and formats
- Use contemporary communication channels to share information, engage and interact with diverse audiences

Work Collaboratively

Advanced

Collaborate with others and value their contribution

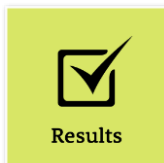
- Recognise outcomes achieved through effective collaboration between teams
- Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government
- Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions
- Network extensively across government and organisations to increase collaboration
- Encourage others to use appropriate collaboration approaches and tools, including digital technologies

Influence and Negotiate

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Gain consensus and commitment from others, and resolve issues and conflicts

- Negotiate from an informed and credible position
- Lead and facilitate productive discussions with staff and stakeholders
- Encourage others to talk, share and debate ideas to achieve a consensus
- Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes
- Influence others with a fair and considered approach and sound arguments
- Show sensitivity and understanding in resolving conflicts and differences
- Manage challenging relationships with internal and external stakeholders
- Anticipate and minimise conflict



Deliver Results

Adept

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes
 - Make sure staff understand expected goals and acknowledge staff success in achieving these
 - Identify resource needs and ensure goals are achieved within set budgets and deadlines
 - Use business data to evaluate outcomes and inform continuous improvement
 - Identify priorities that need to change and ensure the allocation of resources meets new business
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needs

- Ensure that the financial implications of changed priorities are explicit and budgeted for

Demonstrate Accountability

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Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- Assess work outcomes and identify and share learnings to inform future actions
- Ensure that own actions and those of others are focused on achieving organisational outcomes
- Exercise delegations responsibly
- Understand and apply high standards of financial probity with public monies and other resources
- Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety
- Conduct and report on quality control audits
- Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks



Finance

Understand and apply financial processes to achieve value for money and minimise financial risk

- Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management
- Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound
- Assess relative cost benefits of various purchasing options
- Promote the role of sound financial management and its impact on organisational effectiveness
- Obtain specialist financial advice when reviewing and evaluating finance systems and processes
- Respond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner

Advanced

Adept

Project Management

Understand and apply effective planning, coordination and control methods

- Understand all components of the project management process, including the need to consider change management to realise business benefits
 - Prepare clear project proposals and accurate estimates of required costs and resources
 - Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements
 - Identify and evaluate risks associated with the project and develop mitigation strategies
 - Identify and consult stakeholders to inform the project strategy
 - Communicate the project's objectives and its expected benefits
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- Monitor the completion of project milestones against goals and take necessary action
- Evaluate progress and identify improvements to inform future projects



Manage and Develop People
Engage and motivate staff, and develop capability and potential in others



- Collaborate to set clear performance standards and deadlines in line with established performance development frameworks
- Look for ways to develop team capability and recognise and develop individual potential
- Be constructive and build on strengths by giving timely and actionable feedback
- Identify and act on opportunities to provide coaching and mentoring
- Recognise performance issues that need to be addressed and work towards resolving issues
- Effectively support and manage team members who are working flexibly and in various locations
- Create a safe environment where team members' diverse backgrounds and cultures are considered and respected
- Consider feedback on own management style and reflect on potential areas to improve

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	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
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
 Plan and Prioritise	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept

	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
 Business Enablers	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	Adept
 People Management	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