

Role Description

Senior Project Officer - Policy



Planning,
Industry &
Environment

Cluster	Planning, Industry & Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Water / SDLAM Program
Location	Various locations
Classification/Grade/Band	Clerk Grade 9/10
Role Family (<i>internal use only</i>)	Bespoke / Policy / Deliver
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	2016 (updated December 2018; Updated July 2019)
Agency Website	https://www.dpie.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW.

Primary purpose of the role

The Senior Policy Officer manages and coordinates the development of policy relating to water management and regulation and contributes policy advice, contributing to the completion of milestones and success of the projects within the NSW Sustainable Diversion Limit Adjustment Mechanism (SDLAM) Program..

Key accountabilities

- Provide expert policy advice and information on SDLAM Program initiatives and legislation to relevant stakeholders to facilitate the appropriate interpretation and implementation of policies and support departmental and/or Government policy initiatives.
- Lead, manage and guide policy officers and support staff, ensuring compliance with governance and quality requirements, to successfully deliver policy priorities and initiatives and to provide quality control of the team's outputs.
- Represent the department at meetings and consultations with industry, landholders, community groups and other key stakeholders, forging strategic relationships to gain effective input and identify concerns to identify policy issues and develop effective policy solutions
- Research, analyse and review complex policy issues, utilising current hydrological data and spatial information to develop evidence based options and recommend solutions to resolve problems and mitigate risks
- Prepare Cabinet submissions, Ministerial briefing notes and correspondence, press releases and speeches on water management issues.

- Monitor, evaluate and report on the development and/or implementation of key water reform strategies, with reporting against appropriate performance indicators to identify issues and ensure the achievement of desired outcomes.

Key challenges

- Taking a leading role in developing and implementing policies relating to the SDLAM Program and usage in an environment of wide-ranging stakeholder interests and complex political landscape.
- Maintaining a good knowledge of the priorities and strategic directions for Water including water reform and planning issues, the strategic imperatives of other natural resource management agencies, trends and developments to enable effective input to planning and policy processes.

Key relationships

Who	Why
Internal	
Team Leader	<ul style="list-style-type: none"> • Provide advice and contribute to decision making • Identify emerging issues/risks and their implications, and to propose solutions • Receive guidance and provide regular updates on key projects, issues and priorities
Team Members	<ul style="list-style-type: none"> • Supervise a team providing support and guidance to less experienced members
Stakeholders	<ul style="list-style-type: none"> • Provide expert advice on policy issues • Report and provide updates on policy proposals • Consult and collaborate to define mutual interests and determine strategies to achieve their realisation
External	
Stakeholders	<ul style="list-style-type: none"> • Provide expert advice on policy issues • Report and provide updates on policy proposals • Consult and collaborate to define mutual interests and determine strategies to achieve their realisation
Other NSW Government Agencies	<ul style="list-style-type: none"> • Represent agency interests and negotiate to achieve optimal outcomes

Role dimensions

Decision making

- Independently plans and sets priorities for work to be completed, taking into account the context of pressing organisational requirements and external deadlines
- Exercises discretion and judgement in providing advice, dealing with potentially contentious issues, and responding to enquiries and correspondence

Reporting line

Manager

Direct reports

1-4 Direct reports

Budget/Expenditure

Nil

Essential requirements

- Comprehensive knowledge and understanding of the State and Federal Government's water management agenda and the legislative framework for water management in NSW, in particular the *Water Management Act 2000*
- Extensive experience and knowledge in developing and implementing Government policy, including processes for developing policy and legislation and the Cabinet process.






Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate a high level of personal motivation
Relationships Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> Support a culture of quality customer service in the organisation

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Demonstrate a thorough knowledge of the services provided and relay 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 • Co-operate across work areas to improve outcomes for customers
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team/unit goals, strategies and plans • Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate achievements and adjust future plans accordingly
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> • Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified • Use financial and other resources responsibly
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<p>for more complex projects</p> <ul style="list-style-type: none"> • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects
People Management Manage and Develop People	Intermediate	<ul style="list-style-type: none"> • Ensure that roles and responsibilities are clearly communicated • Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks • Develop team capability and recognise and develop potential in people • Be constructive and build on strengths when giving feedback • Identify and act on opportunities to provide coaching and mentoring • Recognise performance issues that need to be addressed and work towards resolution of issues