

Role Description

Principal Floodplain Officer



Planning,
Industry &
Environment

Cluster	Planning, Industry and Environment
Agency	Environment, Energy and Science
Division/Branch/Unit	Biodiversity, Conservation and Science/Region
Role number	31400
Classification/Grade/Band	Environment Officer Class 10
Senior executive work level standards	Not Applicable
ANZSCO Code	234311
PCAT Code	119192
Date of Approval	May 2016 (Updated December 2020)
Agency Website	www.environment.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.

Primary purpose of the role

Drive delivery of hazard studies and plans to manage flood risks, working with Local Government Councils to ensure flood studies and plans are delivered within reasonable timeframes and are of a high quality. Review technical elements of works under grants funding and report on progress of grants issued to Councils. Contribute technical policy advice to Government and Councils.

Key accountabilities

- Lead the development and implementation of floodplain strategic and operational plans, frameworks, policies, processes and procedures to address program priorities and. review their ongoing effectiveness in meeting relevant government and corporate objectives.
- Provide high level support in the effective delivery of floodplain management projects undertaken by councils by contributing to project scoping, planning, implementation and their ongoing management and provide expert technical advice to Council Floodplain Risk Management Committees in the preparation of Flood Studies, Floodplain Management Studies and Floodplain Management Plans and their effective implementation.
- Conduct technical reviews to ensure successful delivery of project outputs, monitoring and assessment.
- Facilitate state government funding assistance for local councils within the Region by supporting them with preparation of the technical aspects of their applications.
- Champion floodplain management best practice and the application of consistent technical practice across

the State, providing expert technical advice and recommendations to management on issues impacting on floodplain management program performance to inform effective program decision making and to support organisation advice presented to the Minister's Office.

- Prepare and present high level reports, briefing notes, submissions, advice and correspondence in accordance with government protocols.
- Develop and maintain professional, cooperative and productive working relationships with key internal and external stakeholders including OEH staff, councils, government and non-government organisations, industry and community groups to facilitate information exchange and to encourage engagement and support for effective floodplain management practices.
- Represent floodplain management interests on a range of internal and external forums including council committees, organisation meetings and working groups to provide informed technical advice, successfully articulate the organisation's position and to influence positive decision making processes.

Key challenges

- Operating with autonomy under the broad direction of management in the preparation of sound floodplain risk management studies and plans and their effective implementation; consulting with management in resolving complex operational and strategic issues which may have broader implications for effective floodplain management.
- Managing several projects concurrently and exercising flexibility in allocating resources to meet floodplain management program initiatives; working effectively in partnership with a range of internal and external stakeholders including local councils and providing technical advice of a consistently high standard.
- Playing an active role in ensuring floodplain management practices are successfully administered and adhere to legislative and organisation policies, processes and procedures via appropriate governance; also ensuring sustainable floodplain management plans are consistent with risk minimisation aims and reflect broader community needs and environmental outcomes. Remaining abreast of advances and challenges in floodplain management.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Escalate issues, keep informed, advise and receive direction
Work team	<ul style="list-style-type: none"> • Support team, work collaboratively, mentor junior staff as required
External	
Local Government and other Authorities	<ul style="list-style-type: none"> • Establish and maintain relationships to promote and encourage consultation and participation in the process • Provide technical advice, hazard studies and plans • Ensure a collaborative and integrated approach

Role dimensions

Decision making

The role operates with some level of autonomy within the context of their agreed work plan and makes decisions within the limits of delegated authority. The role is accountable for the delivery of assigned work and is directed by its supervisor/manager on work priorities, complex issues and all matters requiring a higher authority to determine and resolve issues.

Reporting line

The role reports to the Senior Team Leader

Direct reports

Nil

Budget/Expenditure

As per project/grant allocated

Key knowledge and experience

- Extensive demonstrated knowledge of floodplain risk assessment methods and floodplain management strategies
- A strong demonstrated understanding of hydrologic and hydraulic models and their application in the analysis of flood behavior and flood hazards.

Essential requirements

- A Bachelor Degree in Civil Engineering or Environmental Engineering from a recognised higher education institution and eligibility for membership of Engineers Australia.
- A valid Australian Driver's Licence as the role requires travel.

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	Adept

		<ul style="list-style-type: none"> • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations 	
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<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
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Present with credibility, engage diverse audiences and test levels of understanding • Translate technical and complex information clearly and concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Contribute to and promote information sharing across the organisation • Manage complex communications that involve understanding and responding to multiple and divergent viewpoints • Explore creative ways to engage diverse audiences and communicate information • Adjust style and approach to optimise outcomes • Write fluently and persuasively in plain English and in a range of styles and formats 	Advanced
	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
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others • Take account of the wider business context when considering options to resolve issues 	Advanced





		<ul style="list-style-type: none"> • Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements • Implement systems and processes that are underpinned by high-quality research and analysis • Look for opportunities to design innovative solutions to meet user needs and service demands • Evaluate the performance and effectiveness of services, policies and programs against clear criteria 	
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> • Identify opportunities to use a broad range of technologies to collaborate • Monitor compliance with cyber security and the use of technology policies • Identify ways to maximise the value of available technology to achieve business strategies and outcomes • Monitor compliance with the organisation's records, information and knowledge management requirements 	Adept
	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> • 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 • Monitor the completion of project milestones against goals and take necessary action • Evaluate progress and identify improvements to inform future projects 	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	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
	Work Collaboratively	Collaborate with others and value their contribution	Adept
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	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
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate