|  |  |
| --- | --- |
| **Cluster** | Planning, Industry and Environment |
| **Agency** | Department of Planning and Environment |
| **Division/Branch/Unit** | Water / Manly Hydraulics Laboratory |
| **Location** | State of NSW |
| **Classification/Grade/Band** | Professional Grade 3 |
| **ANZSCO Code** | TBA |
| **PCAT Code** | TBA |
| **Date of Approval** | 30 November 2015 (Updated July 2021) |
| **Agency Website** | [www.dpie.nsw.gov.au](http://www.dpie.nsw.gov.au), and [www.mhl.nsw.gov.au](http://www.mhl.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.

Manly Hydraulics Laboratory (MHL) provides specialist and impartial advice relating to coastal and water engineering and water flow assurance, utilising physical and numerical modelling, NATA accredited facilities and extensive data collection programs in water, sewer, stormwater, irrigation, coastal, riverine and environmental systems.

Primary purpose of the role

Manage and undertake a range of professional advisory and technical projects and services to deliver high quality and innovative client outcomes including time, cost and quality. Contribute to the financial and long-term business viability by delivering high quality technical solutions and services in a focused driven and effective manner. Provide effective leadership and guidance to advance knowledge and the skill base of junior staff.

# Key accountabilities

* Lead and oversee the delivery of a range of successful water projects managing multi-disciplined resources whilst balancing conflicting priorities in one or more MHL’s including environmental data collection, marine and coastal studies, physical modelling, hydraulic modelling and laboratory testing.
* Provide innovative and rigorous technical advice and solutions to senior staff and clients, so that MHL is able to provide tailored and high-quality solutions and services to clients.
* Maintain and apply a thorough and up-to-date knowledge of current industry trends, practices and standards and Government policies, regulations and requirements so that proposed solutions are cost and resource efficient, highly technically proficient and utilise current best practice systems and technologies.
* Prepare fee proposals for complex multi-disciplinary projects that are robust and financially viable whilst being competitive with other industry bidders.
* Provide professional engineering/scientific advice, analysis, submissions, briefings and project reports to clients and assist executive decision making.
* Manage and lead the planning and delivery of project activities by assigning project tasks and engaging with contractors, consultants and project team members.
* Develop and maintain networks with stakeholders through effective communication, negotiation and issues management to engage stakeholders and ensure project deliverables are met.

Key challenges

* Successfully manage delivery and risks for multiple projects, including safety, environment, cost, time, quality, client and stakeholder expectations.
* Effectively marketing MHL capabilities and raising the Department’s profile in the water industry by winning work in order to achieve financial performance targets.
* Promoting, leading and undertaking training and development opportunities so that increasing skills and professional judgement is obtained and applied progressively to more difficult tasks while leading and encouraging the professional development of junior staff within a project context.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Contribute to broader unit issues * Provide expert advice and guidance on strategic issues relating to floodplain management in NSW * Develop and propose effective business proposals * Escalate issues, keep informed, advise, receive guidance and instructions * Participate in discussions and decisions regarding service delivery and operational improvement |
| Work Team | * Contribute towards delivery of work including proposals of team members * Lead and/or participate in discussions and decisions regarding solution development * Lead and/or participate in meetings to obtain work group perspective and share information and knowledge transfer * Support team members and work collaboratively to contribute to   achieving business outcomes |
| Client/Customer | * Provide expert advice to achieve cost effective solutions * Respond to resourcing challenges and propose effective solutions within budget and service delivery constraints * Respond to queries and provide solutions to challenges, or redirect query to relevant area * Provide expert services relating to structural and civil infrastructure |
| Key Infrastructure Owners/builders | * Collaborate and engage with project owners and project managers to build strong relationships based on mutual trust and respect * Develop an understanding of key needs, challenges and priorities |
| Key Project Stakeholders | * Provide expertise in supporting community consultation with culturally diverse groups and key stakeholders * Constructively interface with regulators and other stakeholders to facilitate smooth project solutions and delivery |
| **External** |  |
| Key Infrastructure Owners | * Collaborate and engage with senior officers to build strong relationships based on mutual trust and respect * Develop an understanding of key needs, issues and priorities |
| Key Project Stakeholders | * Provide expertise in supporting community consultation with culturally diverse groups and key stakeholders * Constructively interface with regulators and other stakeholders to facilitate smooth project delivery |

# Role dimensions

## Decision making

The incumbent has the autonomy and authority to make decisions in accordance with the delegations of authority specific to this Specialist role.

## Reporting line

This position reports directly to the Team Leader Water Information.

## Direct reports

This position may be responsible for the management of more junior staff, an internal project team and external contractors and consultants.

## Budget/Expenditure

The revenue targets for this role are set on an annual basis and will for part of the Performance and Development Plans. The role needs to work within negotiated and agreed budget parameters ad Departmental delegations as well as apply commercial, general financial and economic knowledge.

# Key knowledge and experience

* Experience marketing and promoting hydrometric and environmental monitoring, data management, analysis and data quality control.
* Experience and knowledge in hydrographic data capture including real time data processes.
* Experience in the use of water management databases such as WISKI and Hydstra.
* Sound understanding of technologies, developments, legislation and trends associated with water management with an ability to deliver professional services that allow those requirements to be met.
* An understanding of project management systems and experience in the use of Microsoft software applications (Office365, Sharepoint, MS Teams), data management systems, web systems and applications, equipment software and GIS applications.

Essential requirements

A professional engineering or environmental science degree with relevant experience, or other relevant qualifications.

A valid NSW Driver’s License and willingness to travel to remote locations, including overnight stays.

## Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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 | **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | Keep up to date with relevant contemporary knowledge and practices  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 and maintain a high level of personal motivation | Adept |
| relationships | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | 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  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 | Adept |
| results | **Deliver Results**  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 needs  Ensure that the financial implications of changed priorities are explicit and budgeted for | Adept |
| business-enablers | **Procurement and Contract Management**  Understand and apply procurement processes to ensure effective purchasing and contract performance | Apply legal, policy and organisational guidelines and procedures relating to procurement and contract management  Develop well-written, well-structured procurement documentation that clearly sets out the business requirements  Monitor procurement and contract management processes to ensure they are open, transparent and competitive  Be aware of procurement and contract management risks, and actions to manage or mitigate risk in monitoring contract performance  Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles  Escalate procurement and contract management issues, where required | Adept |
| people-management | **Manage and Develop People**  Engage and motivate staff, and develop capability and potential in others | Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes  Adjust performance development processes to meet the diverse abilities and needs of individuals and teams  Develop work plans that consider capability, strengths and opportunities for development  Be aware of the influences of bias when managing team members  Seek feedback on own management capabilities and develop strategies to address any gaps  Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way  Monitor and report on team performance in line with established performance development frameworks | 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |
| personal-attributes | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Adept |
| personal-attributes | 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 |
| relationships | Work Collaboratively | Collaborate with others and value their contribution | Intermediate |
| relationships | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| results | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Adept |
| results | 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 |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| business-enablers | Project Management | Understand and apply effective planning, coordination and control methods | Advanced |
| people-management | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
| people-management | Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Adept |
| people-management | Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Intermediate |