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| Role Description  **Basin Programs - Senior Project Officer** |  |

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| **Cluster** | Planning & Environment |
| **Agency** | Department of Planning & Environment |
| **Division/Branch/Unit** | Water / Water Infrastructure NSW / Project Interfaces and Program Management |
| **Location** | Negotiable |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | August 2022 |
| **Agency Website** | https://www.dpie.nsw.gov.au/water |

# 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

Assist with managing water infrastructure works programs interfaces and liaise with key stakeholders on individual projects in order to improve delivery of water infrastructure projects that achieve water security across NSW, drive economic growth in NSW economies, support towns and communities and enhance environmental outcomes. The role is responsible for managing operational program aspects of the work, delivering outcomes on time, within budget and to the terms of quality within your agreed KPIs.

# Key accountabilities

* Liaise with key stakeholders on Basin water infrastructure projects to support delivery of meaningful projects that improve water security, support primary industries and increase drought resilience across the Basin.
* Ensure capital projects are delivered in alignment with NSW Government Priorities and meets agreed Australian Government funding milestones/evidence.
* Provide support to negotiations between NSW government agencies, liaise with key stakeholders including local councils and local government and assist with delivering key deliverables such as the Strategic and Final Business Cases and Infrastructure NSW Gateway Review materials.
* Approach problems with a solution focus, delivering practical and pragmatic outcomes to address complex policy issues.
* Lead the development and coordination of funding schedules to support Basin outcomes and secure Australian Government funding to deliver projects that benefits agriculture and primary industries.
* Support the development of frameworks and process to enable funding agreement submission and variations to the NSW and Australian Government and approvals internally that meets the requirements of administering these agreements. Monitor and report on NSW and Australia Government Milestones as per funding agreements.
* Support the Manager Basin Programs to build a high performing team in order to deliver the Basin capital works program and work with funding partners to identify financially sustainable funding pathways and models for longer term investment in the projects.
* Contribute to and prepare briefing materials for the CEO, Minister and Cabinet on project status, key issues and risks, participating in project management meetings, drafting responses, briefs, materials and correspondence and contribute to regular reporting to relevant governance bodies including steering committees and working groups.

# Key challenges

* Managing interdependencies and balancing competing demands to ensure the team’s objectives are achieved in a timely manner under changing and evolving circumstances.
* Identifying issues that need escalation and developing solutions to appropriately resolve issues and ensure that key deliverables and outcomes continue to progress.
* Dealing with a diverse range of complex and sensitive issues, characterised by conflicting priorities, high volume workload, and political sensitivities. Developing and maintaining collaborative working relationships with key stakeholders.

# Key relationships

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| **Who** | **Why** |  |
| **Internal** |  |  |
| Manager Basin Program | * Provide key strategic advice, and escalating issues as appropriate | |
| Director Program Management | * Provide briefing materials, support and advice, including escalating key project risks and issues | |
| Delivery project teams | * Provide expertise and support to project delivery teams, identifying key risks and solutions, and seeking technical inputs as required | |
| Department of Planning and Environment project teams and subject matter experts | * Collaborating on projects, identifying key risks and solutions, and seeking technical inputs as required | |
| **External** |  |  |
| Multiple interagency and interjurisdictional working groups | * Collaborating on projects, identifying key risks and solutions, and seeking technical inputs as required | |

# Role dimensions

## Decision making

* Independently provides advice and delivers outcomes on time, within budget and to the expectations in terms of quality and agreed KPIs
* Manages operational program aspects of work and develops relationships with stakeholders
* Sets own priorities consistent with prescribed deadlines
* Refers issues that are politically sensitive or require approval outside of financial or operational delegation to the Manager Regional Programs

**Reporting line**

Manager Basin Programs

**Direct reports**

Nil

**Budget/Expenditure**

Nil

## 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

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| **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 | * 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 * Raise and work through challenging issues and seek alternatives * Remain composed and calm under pressure and in challenging situations | Adept |
| 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 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 |
| 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 |
| relationships | **Work Collaboratively**  Collaborate with others and value their contribution | * Encourage a culture that recognises the value of collaboration * Build cooperation and overcome barriers to information sharing and communication across teams and units * Share lessons learned across teams and units * Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work * Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |
| relationships | **Influence and Negotiate**  Gain consensus and commitment from others, and resolve issues and conflicts | * 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 |
| results | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | * Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence * Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience * Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience * Seek contributions and ideas from people with diverse backgrounds and experience * Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness * Identify and share business process improvements to enhance effectiveness | Adept |
| business-enablers | **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 * 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.

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| **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 |
| 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 | Intermediate |
| results | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | 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 | Adept |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |