|  |  |
| --- | --- |
| **Cluster** | Planning, Industry & Environment |
| **Agency** | Department of Planning, Industry & Environment |
| **Division/Branch/Unit** | Water |
| **Location** | Negotiable |
| **Classification/Grade/Band** | DPO 2-3 |
| **Role Family** | Standard/Science & Engineering/Support |
| **ANZSCO Code** | 234999 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | February 2023 (updated from March 2021, April 2020, September 2019) |
| **Agency Website** | <http://www.dpie.nsw.gov.au> |

Agency overview

Our vision is to create thriving communities, economies and environments 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

Plan and undertake hydrologic and hydraulic analysis and interpretation to support the development and implementation of improved environmental water management and inform water management policy and planning for NSW.

# Key accountabilities

* Undertake hydrology and hydraulics analysis of water movement, rainfall and water yield to inform the use and management of environmental water.
* Undertake the analysis of water flow and rainfall data to provide insight into predictive water planning, drought management, and potential water storage and allocation.
* Prepare reports that describe and evaluate environmental watering actions across the State.
* Evaluate the effectiveness of water management plan programs/initiatives and prepare reports and technical data to ensure plan requirements have been suitably implemented.
* Liaise and work with stakeholders to enhance knowledge and understanding of the application of developments in hydrology and hydraulics to contemporary water resource management issues.
* Research and review guidelines, manuals, courses and other support materials to contribute to technology transfer on hydrology technological development and contribute to the continual improvement of techniques.
* As a member of various sized single and multidisciplinary projects and teams, plan, undertake and deliver projects to which provide evidence for water management planning and policy.

Key challenges

* Delivering fit-for-purpose hydrologic and hydraulic datasets within the timelines available.
* Translating complex scientific and technical concepts into simplified language to enable clear and concise options assessment, report development and implementation.
* Working in an area which is complex due to changing technical, policy and scientific developments to process, critically analyse, interpret and report results in a manner suited to stakeholders.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager, Environmental Water Management | * Receive guidance and direction and provide advice on water management issues * Provide regular updates on projects and activities * Work collaboratively on relevant priorities |
| Team members | * Work collaboratively, share information and contribute to discussions to identify and resolve issues |
| **External** |  |
| WaterNSW and other government agencies | * Promote effective interagency liaison regarding water management issues * Provide technical input to water management plan implementation issues * Develop and maintain effective working relationships and open channels of communication to facilitate engagement, liaison, consultation and/or participation in the collation of relevant information to support the development and implementation of water management plans and other initiatives. |
| Industry stakeholders, community groups and other non-government stakeholders | * Manage effective customer relationships and ensure customers have a positive experience in relation to their needs. |

# Role dimensions

## Decision making

* Independently plans and sets priorities for work to be completed.
* Recommends changes to work procedures and operating processes and systems.
* Drafts reports, briefs and other work for review by the manager, and decides the scope, content and format of information.

## Reporting line

Reports to Manager, Environmental Water Management

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* Knowledge and experience in undertaking planning, evaluation, and/or water resource management processes
* Experience interpreting complex data sets and information in a range of formats.
* Knowledge and experience in one or more of the following hydrologic disciplines: water resource management and water allocation, open channel hydraulics.
* Experience in assessing the suitability of hydrologic and hydraulic datasets, data analysis and outputs for natural resource management requirements.

Essential requirements

* Degree level qualifications in environmental engineering, natural resource management, environmental science, or a related discipline and/or equivalent experience.

# 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** |
|  | **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  Support a culture of integrity and professionalism  Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct  Recognise and report misconduct and illegal and inappropriate behaviour  Report and manage apparent conflicts of interest and encourage others to do so | Intermediate |
| **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | Adapt existing skills to new situations  Show commitment to achieving work goals  Show awareness of own strengths and areas for growth, and develop and apply new skills  Seek feedback from colleagues and stakeholders  Stay motivated when tasks become difficult | Intermediate |
|  | **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 |
| **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | Focus on providing a positive customer experience  Support a customer-focused culture in the organisation  Demonstrate a thorough knowledge of the services provided and relay this knowledge 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  Cooperate across work areas to improve outcomes for customers | Intermediate |
|  | **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 |
| **Demonstrate Accountability**  Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Take responsibility for own actions  Be aware of delegations and act within authority levels  Be aware of team goals and their impact on work tasks  Follow safe work practices and take reasonable care of own and others’ health and safety  Escalate issues when these are identified  Follow government and organisational record-keeping requirements | Intermediate |
|  | **Project Management**  Understand and apply effective planning, coordination and control methods | Perform basic research and analysis to inform and support the achievement of project deliverables  Contribute to developing project documentation and resource estimates  Contribute to reviews of progress, outcomes and future improvements  Identify and escalate possible variances from project plans | Intermediate |

# 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** |
|  | Display Resilience and Courage | | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
|  | Work Collaboratively | | Collaborate with others and value their contribution | Intermediate |
| Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
|  | 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 |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| Technology | | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |