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| --- | --- |
| **Cluster** | Planning & Environment |
| **Agency** | Department of Planning & Environment |
| **Division/Branch/Unit** | Water |
| **Location** | Statewide/Negotiable |
| **Classification/Grade/Band** | DPO 2/3 |
| **Role Family** *internal use only* | Bespoke/Information & Communication Technology/Delivery |
| **ANZSCO Code** | 234111 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | October 2022 (previous January 2021; and February 2019) |
| **Agency Website** | [www.dpie.nsw.gov.au/water](http://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

Provide spatial analytics, data/system development and project support to deliver high quality, reliable water information services and systems. In addition, the role supports spatial users via the provision of specialist advice and integration of spatial capability in agency business practices and insights products.

# Key accountabilities

* Assist in the development of spatial system capability with a focus on user centric data services and applications which promote discovery, transparency and use of reliable and trusted data.
* Identify opportunities for technological development in the Department’s spatial environments.
* Research, define, review and develop standards and best practice appropriate to spatial data management and system administration.
* Contribute to the development and implementation of data collection and management programs to ensure ready availability of quality data to key internal and external stakeholders.
* Provide a high level of customer support, assisting clients in accessing information and liaising with external stakeholders for the purpose of data acquisition and exchange.
* Actively contribute to the team to ensure high levels of performance and promotion of a culture of ongoing capability development and technological innovation.

Key challenges

* Working in a dynamic environment which requires investigating and working with new leading edge technologies to analyse and solve complex natural resource management issues.
* Working with diverse internal and external stakeholders collaboratively to develop and maintain fit for purpose spatial data systems, data and products.
* Maintaining focus during high volume periods balancing delivery of day to day priorities with longer term project requirements.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager Water Information | * Provide technical advice in GIS and spatial data management * Provide regular reporting on data management issues * Seek guidance to ensure the delivery of project outcomes |
| Teams | * Work collaboratively to contribute to achieving business outcomes * Participate in meetings to represent work group perspective and share information * Participate in discussions and decisions regarding the implementation of innovation and best practice |
| Stakeholders | * Provide expert advice on GIS project related issues * Consult and collaborate to resolve project related issues, define mutual interests and determine strategies to achieve their realisation |
| **External** |  |
| Clients | * Determine external user requirements to maximise user experience and facilitate easy access to geoscientific data and corporate information * Consult and collaborate to resolve project related issues in relation to data access and system integration to achieve required project outcomes and timeframes |

# Role dimensions

## Decision making

* Identifies the priority requirements of internal and external stakeholders that require action.
* Undertakes work priorities allocated by the Manager (in consultation with Project Managers as appropriate).
* Recommends changes to information management practices or deployment of new technologies, with any change subject to approval by senior management.

## Reporting line

Lead Spatial Analyst

## Direct reports

Nil

## Budget/Expenditure

Nil

Essential requirements

* Tertiary qualification in Spatial Sciences, Science, Natural Resources or related discipline, with a significant demonstrated career focus on spatial sciences.
* Extensive experience in ESRI suite products, spatial data management analysis and development of user centric systems and workflows.
* Experience in spatial application administration, automation and creation of visualisation/insights products.

# 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 | | 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 |
|  | **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 |
| **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 |
|  | **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 | | Be proactive in taking responsibility and being accountable for own actions  Understand delegations and act within authority levels  Identify and follow safe work practices, and be vigilant about own and others’ application of these practices  Be aware of risks and act on or escalate risks, as appropriate  Use financial and other resources responsibly | Intermediate |
|  | **Technology**  Understand and use available technologies to maximise efficiencies and effectiveness | | 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 |

# 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 |
|  | Communicate Effectively | | Communicate clearly, actively listen to others, and respond with understanding and respect | Intermediate |
| Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | 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 |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
| Project Management | | Understand and apply effective planning, coordination and control methods | Intermediate |