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| **Cluster** | Planning & Environment |
| **Agency** | Department of Planning & Environment |
| **Division/Branch/Unit** | Water |
| **Location** | Parramatta / Queanbeyan |
| **Classification/Grade/Band** | DPO Grade 2-3 |
| **Role Family** | Bespoke/ Science and Engineering/ Deliver |
| **ANZSCO Code** | 234999 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | April 2023 (updated from February 2021; May 2019; and 2016) |
| **Agency Website** | <https://www.dpie.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.

Primary purpose of the role

Plan and undertake hydrologic and hydraulic analysis using statistical and model simulation techniques, for the purpose of informing floodplain management policy and planning in NSW.

# Key accountabilities

* Plan and undertake investigation and analysis in the area of hydraulics to provide data and information to inform floodplain management outcomes.
* Critically analyse, interpret, and communicate results from hydraulic models and other hydrologic analysis techniques to provide reliable and accurate information on which policy can be developed.
* Liaise and work with stakeholders and the community to enhance knowledge and understanding of the application of developments in hydrology and hydraulics to contemporary floodplain management issues.
* Provide input to the development and implementation of hydraulic models and other hydrologic analysis techniques to contribute to the continual improvement of techniques.
* Research and review guidelines, manuals, courses and other support materials to contribute to technology transfer on hydrology technological development.
* As a member of various sized single and multidisciplinary projects and teams, plan, undertake and deliver projects to which provide evidence for floodplain management planning and policy.

Key challenges

* Delivering fit for purpose hydraulic models within the timelines available given the high level of demand for services for a range of hydrologic investigations relating to floodplain management purposes.
* Translating complex scientific and technical concepts into simplified language to enable clear and concise report development and implementation of analysis.
* 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 that will clearly inform stakeholders.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager Floodplain Assessments | * Direct line manager responsible for setting the work program and priorities.
* Seek guidance and exchange information.
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| Team | * Support team, work collaboratively to contribute to achieving the teams 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
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| **External** |  |
| Water NSW | * Provide technical input to floodplain management issues as the agency responsible for implementing Floodplain Management Plans.
* Promote effective interagency liaison regarding floodplain management issues.
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| Other government agencies | * Provide technical input to floodplain management issues as the agency with interest in reviewing and implementation of NSW models.
* Promote effective interagency liaison regarding floodplain management modelling issues.
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# Role dimensions

## Decision making

* Plans and sets own priorities for work to be completed managing the day to day workload independently within agreed work and project plans.
* Recommends changes to work procedures and operating processes and systems.
* Refers to the Manager Floodplain Assessments on matters to agree on a suitable way forward

## Reporting line

Manager Floodplain Assessments

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* Knowledge and experience in one or more of the following hydraulic modelling
* Awareness of the strengths and limitations of relevant analytical techniques, such as models, and data.
* Experience in assessing the suitability of hydrologic and hydraulic model outputs for natural resource management requirements.
* Knowledge of the NSW Government's natural resource management agenda.

Essential requirements

* Degree level qualifications in Engineering, Natural Resources, Environmental Science, or a related discipline.

# 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 waySupport a culture of integrity and professionalismUnderstand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conductRecognise and report misconduct and illegal and inappropriate behaviourReport and manage apparent conflicts of interest and encourage others to do so | Intermediate |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Focus on key points and speak in plain EnglishClearly explain and present ideas and argumentsListen to others to gain an understanding and ask appropriate, respectful questionsPromote the use of inclusive language and assist others to adjust where necessaryMonitor own and others’ non-verbal cues and adapt where necessaryWrite and prepare material that is well structured and easy to followCommunicate routine technical information clearly | Intermediate |
| **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | Recognise the importance of customer service and understanding customer needsHelp customers understand the services that are availableTake responsibility for delivering services that meet customer requirementsKeep customers informed of progress and seek feedback to ensure their needs are metShow respect, courtesy and fairness when interacting with customersRecognise that customer service involves both external and internal customers | Foundational |
|  | **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | Understand the team and unit objectives and align operational activities accordinglyInitiate and develop team goals and plans, and use feedback to inform future planningRespond proactively to changing circumstances and adjust plans and schedules when necessaryConsider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goalsAccommodate and respond with initiative to changing priorities and operating environments | Intermediate |
| **Demonstrate Accountability**Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Take responsibility for own actionsBe aware of delegations and act within authority levelsBe aware of team goals and their impact on work tasksFollow safe work practices and take reasonable care of own and others’ health and safetyEscalate issues when these are identifiedFollow government and organisational record-keeping requirements | Foundational |
|  | **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 benefitsPrepare clear project proposals and accurate estimates of required costs and resourcesEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsIdentify and evaluate risks associated with the project and develop mitigation strategiesIdentify and consult stakeholders to inform the project strategyCommunicate the project’s objectives and its expected benefitsMonitor the completion of project milestones against goals and take necessary actionEvaluate 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 |
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| **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 |
| Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | 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 |
| Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | 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 |