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| --- | --- |
| **Cluster** | Planning & Environment |
| **Agency** | Department of Planning & Environment |
| **Division/Branch/Unit** | Water |
| **Location** | Location Negotiable |
| **Classification/Grade/Band** | DPO 1 |
| **Role Family** | Bespoke/Science and Engineering/Support |
| **ANZSCO Code** | 234411 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | May 2023 (updated from June 2021) |
| **Agency Website** | [www.dpie.nsw.gov.au](http://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

Contribute to the development and delivery of high priority science research projects, evaluation, scientific studies and data analysis to improve the knowledge of ecological and environmental impacts, for the effective management of water resources.

# Key accountabilities

* Support the development, implementation and reporting of research projects that contribute to improved understanding of priority water issues
* Review research findings and assist in the development and/or update of information and publication of materials for dissemination to stakeholders
* Assist in monitoring and evaluation activities to inform planning and water management
* Contribute to the development, use and maintenance of systems and technologies to support team research and administrative functions
* Collaborate with other DPE Water staff, other Research, Development & Educational organisations, government, key community groups and industry to inform applied water science research
* Support preparation and distribution of information for program meetings and attend meetings
* Apply work health and safety (WHS) protocols in undertaking daily work activities

**Key challenges**

* Prioritising tasks to enable the accurate analysis of a large range and types of information within tight deadlines and in a challenging environment
* Maintaining knowledge of the health of ground water and surface water dependent ecosystems and management.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Lead Ecohydrologist | * Receive guidance and direction, and provide advice on research proposal development, progress and reporting outcomes * Escalate issues as appropriate. |
| Team | * Share information, contribute to discussions to identify and resolve issues |
| **External** |  |
| Industry stakeholders, research organisations | * Keep abreast of best practice water science and applied science methodologies and practices. * Manage effective customer relationships and ensure customers have a positive experience in relation to their needs. |

**Role dimensions**

## Decision making

Develops own work priorities with Lead and Manager

* Contributes to project design and participates in research and development teams.

## Reporting line

Lead Ecohydrologist

## Direct reports

Nil

## Budget/Expenditure

Nil

# Key knowledge and experience

# Experience in undertaking science research activities

# Essential Requirements

* Degree in hydrological science, appropriate applied science or other relevant discipline
* Valid driver’s licence and the ability and willingness to travel

# 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 |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Focus on key points and speak in plain English  Clearly explain and present ideas and arguments  Listen to others to gain an understanding and ask appropriate, respectful questions  Promote the use of inclusive language and assist others to adjust where necessary  Monitor own and others’ non-verbal cues and adapt where necessary  Write and prepare material that is well structured and easy to follow  Communicate routine technical information clearly | Intermediate |
| **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 |
|  | **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 | Foundational |
|  | **Technology**  Understand and use available technologies to maximise efficiencies and effectiveness | | Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks  Use available technology to improve individual performance and effectiveness  Make effective use of records, information and knowledge management functions and systems  Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies | Intermediate |
| **Project Management**  Understand and apply effective planning, coordination and control methods | | Understand project goals, steps to be undertaken and expected outcomes  Plan and deliver tasks in line with agreed project milestones and timeframes  Check progress against agreed milestones and timeframes, and seek help to overcome barriers  Participate in planning and provide feedback on progress and potential improvements to project processes | Foundational |

# 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 |
| 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 | Foundational |
| Plan and Prioritise | | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Foundational |
| 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 |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |