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| **Cluster** | Planning and Environment |
| **Agency** | Department of Planning and Environment |
| **Division/Branch/Unit** | Environment and Heritage/Biodiversity, Conservation and Science/ Region |
| **Role number** | Generic |
| **Classification/Grade/Band** | Engineer Grade 4 |
| **ANZSCO Code** | 234311 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | April 2015 (updated December 2020; and June 2022) |
| **Agency Website** | 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 Environment and Heritage Group within DPE brings together a range of functions including national park management, biodiversity and conservation, climate change, sustainability, resilience and adaptation, renewable energy and energy security, and circular economy policy. The work of the Group is supported by centres of excellence in policy; science; economics; data analytics and insights.

Primary purpose of the role

Drive delivery of studies and plans to manage flood risk and contribute to effective regional delivery of  
environmental programs by working with Councils to ensure floodplain risk management studies and plans  
are delivered within reasonable timeframes and are of a high quality. The role also contributes technical and policy advice to Government and Local Councils.

Key accountabilities

* Provide technical advice to Councils and their Floodplain Risk Management Committees in the  
  preparation of Flood Studies, Floodplain Management Studies and implementation of Floodplain  
  Management Plans.
* Provide high level support to floodplain risk management activities in the region, including advice to staff and external stakeholders and the development of strategies and guidance.
* Assist in the development and review of strategic operational policy relating to the management of flood  
  risk.
* Assist Councils in applying for funds to implement appropriate and practical Flood Mitigation Works and  
  Strategies.
* Implement procedures and best management practice to ensure technical and policy advice for  
  floodplain management is appropriately applied.
* Maintain accurate records for regional projects under grant funding; and monitor and report on progress  
  against project milestones as required.
* Provide specialist floodplain risk management advice for inclusion in responses to environmental  
  planning and assessment matters.
* Prepare ministerial correspondence and advice to the Executive and Minister on floodplain  
  management and risk.

Key challenges

* Working with Councils to facilitate and influence the timely delivery of studies and plans, consistent with  
  policy and best practice, including the engagement of the community and other relevant agencies.
* Supporting the development and implementation of floodplain risk management strategies that are  
  consistent with risk management principles, integrate with coastal risk and estuarine/riverine  
  management processes and consider broader community needs and environmental outcomes.
* Maintaining a high level of technical expertise in floodplain risk management, relevant technology and  
  translating this into high quality projects and strategies.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Receive guidance, provide advice and exchange information |
| Work Team | * Support team, work collaboratively |
| Internal Stakeholders | * Work collaboratively, provide advice and exchange information |
| **External** |  |
| Local Government and other Authorities | * Establish and maintain relationships to promote and encourage consultation and participation in programs * Provide technical advice * Contribute to a collaborative and integrated approach |

# Role dimensions

## Decision making

The role operates with some level of autonomy in the context of the agreed work plan and determines their day to day work priorities. The position is also fully accountable for the quality, integrity and accuracy of advice provided.

## Reporting line

Senior Team Leader Water, Floodplains Coast

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* Extensive knowledge and experience of floodplain risk assessment methods and floodplain management strategies.
* Comprehensive knowledge and understanding of the Government's Flood Prone Land Policy, Floodplain Development Manual and related guidelines and legislation.
* Detailed knowledge and experience in the application of hydrological and hydraulic models in analysing flood behaviour and flood hazards.

Essential requirements

* Tertiary Qualifications in Civil / Environmental Engineering (or equivalent) and eligible for membership of Engineers Australia.
* Current drivers licence (Class C).

# 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 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 |
| **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | | Act as a professional role model for colleagues, set high personal goals and take pride in their achievement  Actively seek, reflect and act on feedback on own performance  Translate negative feedback into an opportunity to improve  Take the initiative and act in a decisive way  Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation | Advanced |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Present with credibility, engage diverse audiences and test levels of understanding  Translate technical and complex information clearly and concisely for diverse audiences  Create opportunities for others to contribute to discussion and debate  Contribute to and promote information sharing across the organisation  Manage complex communications that involve understanding and responding to multiple and divergent viewpoints  Explore creative ways to engage diverse audiences and communicate information  Adjust style and approach to optimise outcomes  Write fluently and persuasively in plain English and in a range of styles and formats | Advanced |
|  | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues  Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others  Take account of the wider business context when considering options to resolve issues  Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements  Implement systems and processes that are underpinned by high-quality research and analysis  Look for opportunities to design innovative solutions to meet user needs and service demands  Evaluate the performance and effectiveness of services, policies and programs against clear criteria | Advanced |
|  | **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 |
| **Project Management**  Understand and apply effective planning, coordination and control methods | | Prepare and review project scope and business cases for projects with multiple interdependencies  Access key subject-matter experts’ knowledge to inform project plans and directions  Design and implement effective stakeholder engagement and communications strategies for all project stages  Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning  Develop effective strategies to remedy variances from project plans and minimise impact  Manage transitions between project stages and ensure that changes are consistent with organisational goals  Participate in governance processes such as project steering groups | Advanced |

# 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 | Adept |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Commit to Customer Service | | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| Work Collaboratively | | Collaborate with others and value their contribution | Adept |
| Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Adept |
|  | Deliver Results | | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| Plan and Prioritise | | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |