Role Description
Principal Project Officer, SDL

Cluster	Industry
Agency	Department of Industry
Division/Branch/Unit	Lands & Water / Water/ NSW SDLAM Program
Location	Albury/ Wagga Wagga/ or southern NSW region location by negotiation
Classification/Grade/Band	Clerk Grade 11-12
Role Family (internal use only)	Bespoke/Projects & Programs/ Lead
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	September 2018
Agency Website	http://www.industry.nsw.gov.au

Agency overview

The NSW Department of Industry leads the state government's contribution to making NSW a place where people want to live and work and businesses choose to invest and grow.

We support all areas of economic activity where NSW has competitive strengths. We also have responsibilities for:

- skill formation and development to match industry demand
- partnering with stakeholders in stewardship and sustainable use of the state's natural resources; and
- supporting economic growth in the regions.

Our strategies are built on close relationships to understand industry's needs. We deliver a wide range of training and specialist advisory services; and we help to secure efficient and dependable government decision-making that contributes to business confidence.

We measure our success by the:

- growth in quantity of employment and the value of output; and the
- competitiveness and sustainability of industries in NSW.

We focus on four cultural attributes to deliver our outcomes: Ownership, Customer Experience, Innovation and Collaboration. These attributes are the pillars of our Corporate Plan.

The Lands and Water Division is responsible for policy, planning, regulation, monitoring and evaluation related to the State's surface water and groundwater resources and leads the NSW government water management representation interstate and nationally. The Division also develops and delivers the strategy, policy and programs for the stewardship of Crown Lands and regulates the cemeteries and crematoria sector including overseeing its management and operation.

Primary purpose of the role

Lead the project management and delivery of infrastructure and capital works projects within the NSW Sustainable Diversion Limit Adjustment Mechanism (SDLAM) Program, coordinating resources and contracted services, managing budgets and ensuring project deliverables and milestones are met within required timeframes. This role is focused on SDL projects occurring in the Darling/Murray/Murrumbidgee/River systems.

Key accountabilities

- Scope and plan the implementation of NSW SDLAM Program project outcomes, coordinating expertise from across DoI Water to develop plans and strategies, and manage contracts and consultancies as required ensuring project deliverables and milestones are met within required timeframes
- Lead the project management of NSW SDLAM Program projects in the Darling, Murray or/and Murrumbidgee River systems, ensuring resources, contractors and services are engaged and scheduled appropriately, and contributing to project evaluation monitoring and reporting to meet project budget and timeframes
- Review and evaluate project deliverables, utilising best practice project management methodologies, to ensure budget and resourcing requirements are met, and embedding the establishment of compliance, audit and assessment frameworks
- Foster and maintain relationships to provide leadership, expertise and information to all stakeholders
- Leads the engagement with regional community stakeholders, and manages contentious or sensitive issues, ensuring regionally focused issues are managed effectively
- Assign project tasks and engage with project team members to manage and lead the planning and delivery of project activities
- Develop and maintain effective networks to provide and/or seek expert advice, support and assistance in water resource assessment and management to ensure compliance with current water legislation, policies and guidelines
- Provide expert advice to the program governance committee, DoI Water executive, project owners and stakeholders, providing project milestone reports, Ministerial responses, briefings and other documentation

Key challenges

- Undertaking relationship management with other regional government agencies, exercising diplomacy and astute judgment when liaising with community stakeholders and local government
- Negotiating the implementation of agreed milestones in accordance with the project funding agreement
- Managing the procurement and construction phases of implementation, in conjunction with the Principal Project Officer, Governance, to ensure that milestones are delivered as required

Key relationships

Who	Why
Internal	
Director Water Sustainable Diversion Limits Program	• To provide expert briefings on new and emerging issues, and to report on project performance
Principal Project Officer, Governance SDL, Program Governance Committee	• Provide advice, guidance, updates and feedback, communicates priorities and coordinates stakeholder engagement

Who	Why
Other Water Project Managers and Principal project Officers	• Provide advice and information; seek information for reporting and coordination • Work closely to share knowledge on project requirements and obtain data and information to required standard and timeframes
External	
Government agencies and local government stakeholders	• Consistently and appropriately partnering and providing advice with regard to the SDL Program for consistent messaging, stakeholder engagement and program implementation, to engender support and provide clear information to stakeholders • Advise partnering state agencies to sustain a consistent approach to project deliverables and timeframes and in accordance with the Project Funding Agreement
Office of Environment and Heritage and WaterNSW	• Work collegially to implement project outcomes
Industry stakeholders, community advocacy groups and other non-government stakeholders	• Build and maintain effective and supportive relationships and engage dialogue to develop shared long term goals, provide thorough and meaningful information to educate stakeholders and the general public

Role dimensions

Decision making

- Has autonomy to ensure project implementation and deliverables are realised within required timeframes and to budget
- Plans, organizes and leads the work of the project team
- Liaises and represents DoI Water with regard to Project outcomes
- Refers to the Director those decisions that involve significant change to the Project or which require higher delegation or approval

Reporting line

Director Water Sustainable Diversion Limits Program

Direct reports

Up to 6 direct reports

Budget/Expenditure

TBA

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	**Adept**
	Manage Self	Adept
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Advanced**
	Commit to Customer Service	**Adept**
	Work Collaboratively	**Advanced**
	Influence and Negotiate	Adept
Results	**Deliver Results**	**Advanced**
	Plan and Prioritise	**Advanced**
	Think and Solve Problems	Adept
	Demonstrate Accountability	**Adept**
Business Enablers	Finance	Adept
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	**Advanced**
People Management	**Manage and Develop People**	**Adept**
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Act with Integrity	Adept	• Represent the organisation in an honest, ethical and professional way and encourage others to do so

Group and Capability	Level	Behavioural Indicators
		• Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Communicate Effectively	Advanced	• Present with credibility, engage varied audiences and test levels of understanding • Translate technical and complex information concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Actively listen and encourage others to contribute inputs • Adjust style and approach to optimise outcomes • Write fluently and persuasively in a range of styles and formats
Relationships Commit to Customer Service	Adept	• Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Advanced	• Build a culture of respect and understanding across the organisation • Recognise outcomes which resulted from effective collaboration between teams • Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government • Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Results Deliver Results	Advanced	• Drive a culture of achievement and acknowledge input of others • Investigate and create opportunities to enhance the achievement of organisational objectives • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control output of business unit to ensure government outcomes are achieved within budget

Group and Capability	Level	Behavioural Indicators
		• Progress organisational priorities and ensure effective acquisition and use of resources • Seek and apply the expertise of key individuals to achieve organisational outcomes
Results Plan and Prioritise	Advanced	• Understand the links between the business unit, organisation and the whole-of-government agenda • Ensure business plan goals are clear and appropriate including contingency provisions • Monitor progress of initiatives and make necessary adjustments • Anticipate and assess the impact of changes, such as government policy/economic conditions, to business plans and initiatives, and respond appropriately • Consider the implications of a wide range of complex issues, and shift business priorities when necessary • Undertake planning to transition the organisation through change initiatives and evaluate progress and outcome to inform future planning
Results Demonstrate Accountability	Adept	• Assess work outcomes and identify and share learnings to inform future actions • Ensure that actions of self and others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others • Conduct and report on quality control audits • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Project Management	Advanced	• Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts • Access key subject-matter experts' knowledge to inform project plans and directions • Implement effective stakeholder engagement and communications strategy for all stages of projects • Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans, and minimise impacts • Manage transitions between project stages and ensure that changes are consistent with organisational goals
People Management Manage and Develop People	Adept	• Define and clearly communicate roles and responsibilities to achieve team/unit outcomes

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		• Negotiate clear performance standards and monitor progress
		• Develop team/unit plans that take into account team capability, strengths and opportunities for development
		• Provide regular constructive feedback to build on strengths and achieve results
		• Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way
		• Monitor and report on performance of team in line with established performance development frameworks