

# Role Description

## Senior Assistant Surveyor



Regional  
NSW

Cluster	Department of Regional New South Wales
Division/Branch/Unit	Public Works Advisory and Regional Development
Role number	35303
Location	
Classification/Grade/Band	Clerk Grade 3/4
ANZSCO Code	232212
PCAT Code	1132292
Date of Approval	October 2021
Agency Website	nsw.gov.au/regionalnsw

### Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

Public Works Advisory (PWA) is part of the Department of Regional NSW and supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, design, delivery and support services. There's nothing abstract about what we do. Just look around. Our work is in the hospitals, dams, water treatment plants and high schools – the real foundations of prosperous communities. Every day we help shape the ambitious projects that bring progress to more people in NSW. From forging a more sustainable relationship with the land around us, to engineering the big ideas of the future. In every challenge we see the chance to build stronger and more connected communities. We do this by developing solutions that show creativity and grassroots ingenuity, providing impartial advice and support at all levels of government and the private sector, and partnering with experts to maximise the benefits of our knowledge and experience.

In PWA offices all over the state, you'll find local expertise for local issues. We uncover the best talent, scrutinise cost and risk, and bridge the gap between private sector and government. By managing these nuances, projects we work on don't just get done, they become benchmarks others aspire to.

### Primary purpose of the role

Under supervision, assist with undertaking a range of field surveys, data collection and surveying investigations to meet client needs in a timely and cost-effective way.

## Key accountabilities

- Complete a range of surveys of minor complexity to client requirements of time, cost and quality.
- Assist field team leader with preparation of vehicles and equipment, travel arrangements, servicing and calibration of equipment, and record keeping.
- Provide completed and concise survey data to the project supervisor for further data analysis and reporting purposes.
- Relate any technical, safety or performance issues to the project supervisor.
- Perform work within a safe work environment as per legislation and contribute to advances in work safety.
- Contribute to the professional image of Public Works Advisory (PWA) by maintaining a high standard of personal presentation and keeping vehicle and equipment clean and well maintained.

## Key challenges

- Deliver a range of outcomes concurrently and providing timely and accurate survey data within allocated time parameters.
- Undertake training and development opportunities so that increasing skills and professional judgement is obtained and applied progressively to more difficult tasks.

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Assist with a range of surveys as directed and complete within time, cost and quality and assist surveyors to carry out surveys.</li> <li>• Under guidance from surveyors, carry out survey projects and data collection as directed whilst meeting time, cost and quality standards.</li> <li>• Prepare, store and maintain survey equipment and vehicles and keep appropriate inventory records.</li> </ul>
Work Team	<ul style="list-style-type: none"> <li>• Support team members and work collaboratively to contribute to achieving the team's business outcomes.</li> <li>• Participate in meetings to share information and provide input on issues including advances in work safety, technology and efficiency.</li> <li>• As part of a team assist with a range of surveys and support team members to achieve business outcomes.</li> </ul>
Client/Customer	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships.</li> <li>• Manage the flow of information, seek clarification from senior staff and respond to queries to ensure prompt resolution of issues.</li> </ul>
<b>External</b>	
Customers/ Stakeholders	<ul style="list-style-type: none"> <li>• Contribute to a client-focussed approach to service delivery.</li> </ul>
Vendors/Service Providers	<ul style="list-style-type: none"> <li>• Monitor provision of service suppliers to ensure compliance with scope of work and quality standards.</li> </ul>
Industry professionals/ consultants	<ul style="list-style-type: none"> <li>• Undertake training and development opportunities, to maintain and develop skill set and professional judgement and apply these progressively</li> </ul>

## Role dimensions

### Decision making

This role makes day to day decisions in relation to prioritising activities with guidance from senior staff. All project related activities are dealt with in accordance with delegated authorities.

### Reporting line

This role reports to the Principal Surveyor

### Direct reports

Nil

### Budget/Expenditure

The role has no financial delegations. However the position needs to work within negotiated and agreed budget parameters Departmental delegations

## Essential requirements

- At least five years industry experience as a Survey Assistant.
- Demonstrated experience in using modern survey equipment.
- Suitable health and fitness with an ability to occasionally undertake work in physically challenging terrain.
- Knowledge and practical understanding of the main aspects of surveying and spatial information.
- A valid NSW Driver's Licence and willingness to travel within NSW, which may include overnight stays.
- Employment screening checks, security or other clearances and health assessments may be conducted.

## Capabilities for the role

The [NSW public sector 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





 Personal Attributes	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>Adapt existing skills to new situations</li> <li>Show commitment to achieving work goals</li> <li>Show awareness of own strengths and areas for growth, and develop and apply new skills</li> <li>Seek feedback from colleagues and stakeholders</li> <li>Stay motivated when tasks become difficult</li> </ul>	Intermediate
 Relationships	<b>Work Collaboratively</b> Collaborate with others and value their contribution	<ul style="list-style-type: none"> <li>Build a supportive and cooperative team environment</li> <li>Share information and learning across teams</li> <li>Acknowledge outcomes that were achieved by effective collaboration</li> <li>Engage other teams and units to share information and jointly solve issues and problems</li> <li>Support others in challenging situations</li> <li>Use collaboration tools, including digital technologies, to work with others</li> </ul>	Intermediate
 Results	<b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> <li>Ask questions to explore and understand issues and problems</li> <li>Find and check information needed to complete own work tasks</li> <li>Identify and inform supervisor of issues that may have an impact on completing tasks</li> <li>Escalate more complex issues and problems when these are identified</li> <li>Share ideas about ways to improve work tasks and solve problems</li> <li>Consider user needs when contributing to solutions and improvements</li> </ul>	Foundational
 Business Enablers	<b>Technology</b> Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> <li>Display familiarity and confidence when applying technology used in role</li> <li>Comply with records, communication and document control policies</li> <li>Comply with policies on the acceptable use of technology, including cyber security</li> </ul>	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

 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Foundational
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	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
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	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	Foundational