

Role Description

Assistant Water Planner



Planning,
Industry &
Environment

Cluster	Planning, Industry & Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Water / Planning
Location	Various locations
Classification/Grade/Band	Clerk Grade 4-5
Role Family (internal use only)	Bespoke/ Projects and Programs/ Support
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	2016 (updated August 2019)
Agency Website	https://www.dpie.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW.

Primary purpose of the role

Provides planning support to enable the delivery of the NSW Government's water planning process.

Key accountabilities

- Communicate with stakeholders and provide support to contribute to the development and implementation of consultation and water planning activities
- Assist with the identification of water policy and planning issues that require articulation to enable resolution
- Contribute to the preparation of briefs, reports, policy and discussion papers to respond to Ministerial, Cabinet or Departmental requests
- Provide support to staff participating on cross agency teams as experts from multi-disciplinary backgrounds to develop, negotiate and resolve water management arrangements for NSW
- Prepare a range of communications and consultation material to support the water planning and management process

Key challenges

- Delivering multiple planning support activities across different geographical locations given the dynamic nature of the work environment and potential for change
- Maintaining the workflow during high volume periods, balancing the delivery of day to day priorities with longer term project requirements given the diversity of planners and locations

Key relationships

Who	Why
Internal	
Team Leader	<ul style="list-style-type: none">• Receive specific direction and guidance on work• Escalates issues, keep informed, advise and receive instructions
Team	<ul style="list-style-type: none">• Work with team to deliver water planning products and processes
Other areas of DPI Water and Department of Primary Industries	<ul style="list-style-type: none">• Contribute to working groups• Contribute to plan delivery• Share information
External	
Other NSW and Commonwealth Government agencies	<ul style="list-style-type: none">• Contribute to plan development and review
Other stakeholders	<ul style="list-style-type: none">• Contribute to plan development and review

Role dimensions

Decision making

Prioritises, manages tasks and exercises discretion in determining the approach to work undertaken and seeks advice from the Team Leader and senior water planners as required.

Reporting line

Manager/Team Leader

Direct reports

Nil

Budget/Expenditure

Nil





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	Foundational
	Act with Integrity	Foundational
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	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	Foundational	<ul style="list-style-type: none"> Behave in an honest, ethical and professional way Take opportunities to clarify understanding of ethical behaviour requirements Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role Speak out against misconduct, illegal and inappropriate behaviour Report apparent conflicts of interest
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> • Maintain own motivation when tasks become difficult • Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> • Support a culture of quality customer service in the organisation • Demonstrate a thorough knowledge of the services provided and relay 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 • Co-operate across work areas to improve outcomes for customers
Results Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> • 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
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> • Perform basic research and analysis which others will use to inform project directions • Understand project goals, steps to be undertaken and expected outcomes • Prepare accurate documentation to support cost or resource estimates • Participate and contribute to reviews of progress, outcomes and future improvements • Identify and escalate any possible variance from project plans