|  |  |
| --- | --- |
| **Cluster** | Planning, Industry & Environment |
| **Agency** | Department of Planning, Industry & Environment |
| **Division/Branch/Unit** | Water/Water Analytics / Geospatial Sciences |
| **Location** | Negotiable |
| **Classification/Grade/Band** | DPO 6 |
| **Role Family (***internal use only)* | Bespoke/Science & Engineering/Lead |
| **ANZSCO Code** | 139999 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | October 2021 |
| **Agency Website** | <https://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

Lead a team of technical professionals providing high quality geospatial data management, acquisition, analysis and product development.

The role is responsible for the allocation of work tasks and oversight of priority deliverables, together with contributing advanced technical skills to support the Geospatial Sciences team and Division objectives.

Key accountabilities

* Lead a team of spatial professionals to deliver multi-disciplinary projects and user requirements.
* Maintain a SME knowledge and proficiency in advanced geospatial analytics, product development and capability and undertake projects and supervision.
* Contribute to team workload, strategic initiatives, implementations, and complex industry challenges by applying advanced geospatial proficiencies.
* Develop and maintain collaborative relationships with key agency, industry, and government stakeholders promoting knowledge and data sharing objectives.
* Review, recommend and consult on team strategy, application of standards and policy to maintain industry and agency compliance and capability, not limited to OpenData and alike initiatives.
* Undertake activities including the building of professional knowledge, team performance management and development, briefing note preparation, executive support / requests for information and preparation of publications.

Key challenges

* Anticipating the need of users and collaborating across multiple disciplines to deliver effective and innovative geospatial solutions by leveraging the team’s collective knowledge and skillsets.
* Balancing the requirements of agency users against high priority projects/initiatives and obligations in a sometimes reactive and time poor environment.
* Leading a geographically dispersed team whilst managing delivery in a technology led and innovation focused environment.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** | |
| Manager Geospatial Sciences | * Provides written and verbal advice on data, systems, resource, and capability issues * Seeks guidance on potential and actual contentious issues * Escalates issues and advises and presents recommendations for potential solutions |
| Senior Management team | * Collaborate and influence program direction by providing data and analysis from a range of sources to inform decision-making for natural resource management * Contribute to the overall direction and strategy for the Geospatial Sciences unit |
| Work Teams | * Inspires and motivates the team * Provides leadership and clear direction * Provides information and advice about organisational objectives, policies and procedures |
| **External** | |
| Water NSW | * Promotes effective interagency liaison regarding water and data/technology management issues |
| State and federal government agencies, Authorities and inter-governmental entities | * Provides technical input to spatial data and system administration and development. * Manages effective relationships and establishes strategic partnerships and networks with key government agencies |
| Industry stakeholders, community groups and other non-government stakeholders | * Manages effective customer relationships and ensures customers have a positive experience in relation to their needs |

# Role dimensions

## Decision making

The role:

* Accountable for the on-time delivery of quality and trusted work assignments and projects.
* Refers to the Manager those decisions that involve potential risk to DPIE or which require higher delegation or approval.
* Submits reports, analyses, briefings, and other forms of written advice in final format with minimal input required from the Manager.

## Reporting line

Manager Geospatial Sciences

## Direct reports

5

## Budget/Expenditure

TBA

Key knowledge and experience

* Demonstrated and significant experience leading technical and innovation focused teams which contribute to multidisciplinary outcomes.
* Comprehensive understanding and demonstrated application of spatial science / GIS functions to support and build business capability and exceed user requirements.
* Proficient in managing relationships, teams and collaboration.

Essential requirements

* Degree level qualifications in natural resource or environmental management, geoscience, or related relevant discipline.

# 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 |
|  | **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | | Take responsibility for delivering high-quality customer-focused services  Design processes and policies based on the customer’s point of view and needs  Understand and measure what is important to customers  Use data and information to monitor and improve customer service delivery  Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers  Maintain relationships with key customers in area of expertise  Connect and collaborate with relevant customers within the community | Adept |
| **Influence and Negotiate**  Gain consensus and commitment from others, and resolve issues and conflicts | | Negotiate from an informed and credible position  Lead and facilitate productive discussions with staff and stakeholders  Encourage others to talk, share and debate ideas to achieve a consensus  Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes  Influence others with a fair and considered approach and sound arguments  Show sensitivity and understanding in resolving conflicts and differences  Manage challenging relationships with internal and external stakeholders  Anticipate and minimise conflict | Adept |
|  | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | | Seek and apply the expertise of key individuals to achieve organisational outcomes  Drive a culture of achievement and acknowledge input from others  Determine how outcomes will be measured and guide others on evaluation methods  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 business unit output to ensure government outcomes are achieved within budgets  Progress organisational priorities and ensure that resources are acquired and used effectively | Advanced |
| **Demonstrate Accountability**  Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | | Assess work outcomes and identify and share learnings to inform future actions  Ensure that own actions and those of 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 own and others’ health and safety  Conduct and report on quality control audits  Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks | Adept |
|  | **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 |
|  | **Manage and Develop People**  Engage and motivate staff, and develop capability and potential in others | | Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes  Adjust performance development processes to meet the diverse abilities and needs of individuals and teams  Develop work plans that consider capability, strengths and opportunities for development  Be aware of the influences of bias when managing team members  Seek feedback on own management capabilities and develop strategies to address any gaps  Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way  Monitor and report on team performance in line with established performance development frameworks | Adept |

# 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 |
|  | Communicate Effectively | | Communicate clearly, actively listen to others, and respond with understanding and respect | Advanced |
| Work Collaboratively | | Collaborate with others and value their contribution | Adept |
|  | Plan and Prioritise | | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Advanced |
| Think and Solve Problems | | Think, analyse and consider the broader context to develop practical solutions | 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 |
|  | Inspire Direction and Purpose | | Communicate goals, priorities and vision, and recognise achievements | Adept |
| Optimise Business Outcomes | | Manage people and resources effectively to achieve public value | Intermediate |
| Manage Reform and Change | | Support, promote and champion change, and assist others to engage with change | Intermediate |