Role Description
Water Resource Officer, Evaluation & Reporting

Cluster	Planning, Industry & Environment
Agency	Department of Planning Industry and Environment
Division/Branch/Unit	Water /Policy, Planning & Sciences/Water Planning Implementation
Location	Tamworth, Armidale, Newcastle, Parramatta, Negotiable
Classification/Grade/Band	DPO Grade 2-3
Role Family *(internal use only)*	Standard/Science and Engineering/Delivery
ANZSCO Code	224999
PCAT Code	1119192
Date of Approval	2016 (updated April 2020)
Agency Website	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

Provide technical expertise and collaborate with stakeholders to ensure the implementation and evaluation of water management plans to achieve water reform and policy outcomes, with particular focus on evaluation and reporting.

Key accountabilities

- Liaise with relevant stakeholders to obtain water management plan information and undertake the review, evaluation, and analysis that ensures appropriate implementation of requirements.
- Evaluate the efficiency and effectiveness of water management plans, programs, and initiatives and prepare reports and technical data to ensure plan requirements have been suitably implemented by stakeholders.
- Contribute to ground and surface water management projects to support the implementation of water management plan objectives.
- Report and provide relevant information on the progress and implementation of water management plans and on any implementation issues that arise.
- Establish and foster collaborative relationships across the industry to gain commitment to the implementation of effective water management plans.

Key challenges

- Collaborating with external providers to maintain the flow of information and engage and report to stakeholders with a range of interests given changing technical, policy and scientific developments.
- Maintaining a good knowledge of the priorities and strategic directions of Government for water reform and planning.

Key relationships

Who	Why
Internal	
Manager, Evaluation and Reporting	• Receive guidance and direction and provide advice on water management plans and reporting issues
Team	• Share information, contribute to discussions to identify and resolve issues
External	
WaterNSW, NRAR, DPIE EES and other government agencies	• Promote effective interagency liaison regarding water management issues • Provide technical input to water management plan implementation issues • Develop and maintain effective working relationships and open channels of communication to facilitate engagement, liaison, consultation and/or participation in the collation of relevant information to support the development and implementation of water management plans and other initiatives
Industry stakeholders, community groups and other non-government stakeholders	• Manage effective customer relationships and ensure customers have a positive experience in relation to their needs

Role dimensions

Decision making

The role:

- Independently plans and sets priorities for work to be completed within agreed work and project plans.
- Recommends changes to work procedures and operating processes and systems.

Reporting line

Manager, Evaluation and Reporting

Direct reports

Nil

Budget/Expenditure

TBA

Key knowledge and experience

- Knowledge and experience in undertaking natural resource planning, evaluation, and/or water resource management processes.

Essential requirements

- Appropriate degree level qualifications in Engineering, Natural Resources, Environmental Science, or a related discipline and /or equivalent experience.

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**
	**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 • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so	Intermediate
	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	• Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge 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 • Cooperate across work areas to improve outcomes for customers	Intermediate

FOCUS CAPABILITIES			
Capability group/sets	**Capability name**	**Behavioural indicators**	**Level**
	**Think and Solve Problems** Think, analyse and consider the broader context to develop practical solutions	• Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness	Adept
	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
	**Project Management** Understand and apply effective planning, coordination and control methods	• Perform basic research and analysis to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify and escalate possible variances from project plans	Intermediate

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	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	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	Foundational
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational