

Role Description

Senior Project Officer, Floodplain Management



Planning,
Industry &
Environment

Cluster	Planning, Industry & Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Biodiversity Conservation / Biodiversity and Conservation
Location	Various (Newcastle, Gosford, Sydney, Wollongong)
Classification/Grade/Band	Environment Officer Class 10
ANZSCO Code	234313
PCAT Code	1119192
Date of Approval	February 2021
Agency Website	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 Environment, Energy and Science (EES) Group within DPIE brings together a range of functions including national park management, biodiversity and conservation, climate change, sustainability, resilience and adaptation, renewable energy and energy security, waste management and resource recovery, and environmental and mine safety regulation. The work of the Group is supported by centres of excellence in science; policy and strategy; and data analytics and insights.

Primary purpose of the role

Develop and support the implementation of programs and projects to support the effective understanding and management of flood risk across NSW.

Key accountabilities

- Develop, evaluate and review strategic operational policy, processes, procedures and projects to address flood program priorities
- Play an active role in developing, implementing, monitoring, evaluating and reporting on a range of operational policy initiatives and guidance in relation to complex flood risk management issues
- Contribute to multi-disciplinary teams undertaking state-wide and regional problem solving, policy, legislation and program design and review to facilitate involvement across the organisation in flood risk management
- Work closely with stakeholders to ensure a collaborative, strategic and integrated approach in delivering flood risk management program outcomes.
- Provide specialist support to flood risk management activities in the state, including advice to staff and external stakeholders (including councils) and the development of technical capacity in the organisation.

- Identify and contribute to the preparation of responses to complex, controversial and sensitive issues, recommend appropriate solutions and provide expert advice and support to decision makers. This includes specialist advice for inclusion in responses to environmental planning and assessment matters.
- Prepare complex and detailed reports, discussion papers, submissions and other written materials ensuring appropriate endorsements, compliance with time constraints and consistency with protocols and standards.
- Represent the organisation on a range of forums, advocating the organisation's position on relevant issues, policies and programs including Council and Flood Risk Management Committee meetings.

Key challenges

- Operating in a multi-disciplinary, geographically dispersed team while playing a key role in the coordinated delivery of state-wide programs
- Understanding the complexities of issues, developing and maintaining a high level awareness of stakeholder needs and expectations and exercising judgement, discretion and confidentiality when representing the organisation in public forums and dealing with the community and business impacts
- Working with other agencies, regional staff and councils to facilitate and influence the timely delivery of flood risk management outcomes consistent with policy and best practice, including the engagement of the community and other relevant agencies.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Receives guidance, escalates issues, keep informed and provides advice
Work Team/other staff	<ul style="list-style-type: none"> • Work collaboratively as a member to deliver the agency's mission, strategies and key priorities from an operational perspective
Internal Stakeholders	<ul style="list-style-type: none"> • Guide and support, and develop and maintain, effective working relationships to facilitate information exchange and ensure enhanced staff engagement by gaining commitment and cooperation • Provide expert technical advice to management on issues, trends and risks with the potential to significantly impact the area • Provide specialist technical advice on flood risk management for land use planning matters
External	
Key external stakeholders	<ul style="list-style-type: none"> • Guide and support, and develop and maintain, effective working relationships including government agencies, community groups, industry, landholders and water users to facilitate information exchange and ensure enhanced stakeholder engagement by gaining commitment and cooperation • Provide specialist technical advice on flood risk management matters • Contribute to a collaborative approach
Range of forums including committees and working groups	<ul style="list-style-type: none"> • Represent to provide technical advice and influence positive decision making processes.

Role dimensions

Decision making

The role operates with some level of autonomy within the context of their agreed work plan and makes decisions relating to work priorities and workload management for themselves. The role is accountable for the quality, integrity and accuracy of the content of the advice provided and for delivery of assigned work.

Reporting line

The role reports to the Principal Flood Specialist.

Direct Reports

Nil.

Budget/Expenditure

Nil.

Key knowledge and experience

- Sound demonstrated knowledge of flooding processes and the complex operational and strategic requirements for the development and delivery of flood risk management plans.
- Comprehensive knowledge of flood management policies and practice including relevant legislation, policies and guidelines and ability to represent the Agency.
- Extensive knowledge and experience in flood risk management.
- Comprehensive knowledge of guidelines and legislation relevant to flood risk management.

Essential requirements

- Appropriate degree level tertiary qualifications in civil or environmental engineering or related disciplines.
- Current Australian drivers licence and willingness to travel.

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

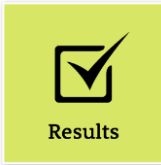
Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

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	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> • Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations 	Adept
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • Keep up to date with relevant contemporary knowledge and practices • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate and maintain a high level of personal motivation 	Adept
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Present with credibility, engage diverse audiences and test levels of understanding • Translate technical and complex information clearly and concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Contribute to and promote information sharing across the organisation • Manage complex communications that involve understanding and responding to multiple and divergent viewpoints • Explore creative ways to engage diverse audiences and communicate information • Adjust style and approach to optimise outcomes • Write fluently and persuasively in plain English and in a range of styles and formats 	Advanced
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> • 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 	Adept

- Show sensitivity and understanding in resolving conflicts and differences
- Manage challenging relationships with internal and external stakeholders
- Anticipate and minimise conflict



Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work
- Initiate, prioritise, consult on and develop team and unit goals, strategies and plans
- Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses
- Ensure current work plans and activities support and are consistent with organisational change initiatives
- Evaluate outcomes and adjust future plans accordingly

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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

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Project Management

Understand and apply effective planning, coordination and control methods

- Understand all components of the project management process, including the need to consider change management to realise business benefits
- Prepare clear project proposals and accurate estimates of required costs and resources
- Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements
- Identify and evaluate risks associated with the project and develop mitigation strategies
- Identify and consult stakeholders to inform the project strategy
- Communicate the project's objectives and its

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expected benefits





- Monitor the completion of project milestones against goals and take necessary action
- Evaluate progress and identify improvements to inform future projects

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	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Advanced
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	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	Intermediate
	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	Intermediate