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| **Cluster** | Planning, Industry & Environment |
| **Agency** | Department of Planning Industry and Environment |
| **Division/Branch/Unit** | Water |
| **Location** | Parramatta / Negotiable |
| **Classification/Grade/Band** | Clerk Grade 5/6 |
| **ANZSCO Code** | 224412 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | September 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 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

The Assistant Policy Officer undertakes a range of research, analysis and administrative activities to support the development of urban water policy, strategy and general advice that informs recommendations to Departmental Executives and the Minister.

# Key accountabilities

* Undertake actions to support the development of strategy, policy, and analytical projects and initiatives that contribute to the key strategic functions of the Urban Water Policy team.
* Undertake research and analysis in assigned areas and contribute – through analysis and drafting - to the preparation of brief and reports to inform government decision making.
* Provide high quality, consistent advice and information upon request of peers and senior executives.
* Contribute to the preparation of correspondence, papers, and minutes to support the development of policy initiatives.
* Provide a range of administrative activities, including coordinating working groups and committees, to support stakeholder engagement as well as policy development and implementation

Key challenges

* Delivering multiple strategic, analytical and research activities within agreed standards and objectives, given tight deadlines and competing demands and priorities.

Key relationships

|  |  |
| --- | --- |
| Who | Why |
| **Internal** |  |
| Manager, Urban Water Policy | * Participate in discussions and decision making * Escalate issues, suggest advice and receive instructions * Receive guidance and instructions and report on progress against work plans |
| Resilient Cities and Towns Branch | * Participate in meetings, share information and provide input on issues |
| Internal stakeholders | * Respond to enquiries * Coordinate meetings and activities * Provide routine policy advice |
| **External** |  |
| Government agencies, water utilities and stakeholder groups | * Respond to enquiries * Coordinate meetings and activities * Provide routine policy advice |

# Role dimensions

## Decision making

The Assistant Policy Officer:

* Undertakes day to day tasks independently and develops own priorities in accordance with the work plan, team work demands, and guidance from the Manager, Urban Water Policy.
* Makes recommendations on policy development and project improvement.

## Reporting line

## Manager, Urban Water Policy.

## Direct reports

## Nil.

## Budget/Expenditure

Nil.

# Essential Requirements

* Tertiary qualifications in a related 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** |
|  | **Display Resilience and Courage**  Be open and honest, prepared to express your views, and willing to accept and commit to change | | Be open to new ideas and approaches  Offer own opinion, ask questions and make suggestions  Adapt well to new situations  Do not give up easily when problems arise  Stay calm in challenging situations | Foundational |
| **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | | 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  Stay motivated when tasks become difficult | Intermediate |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Focus on key points and speak in plain English  Clearly explain and present ideas and arguments  Listen to others to gain an understanding and ask appropriate, respectful questions  Promote the use of inclusive language and assist others to adjust where necessary  Monitor own and others’ non-verbal cues and adapt where necessary  Write and prepare material that is well structured and easy to follow  Communicate routine technical information clearly | Intermediate |
| **Work Collaboratively**  Collaborate with others and value their contribution | | Work as a supportive and cooperative team member, sharing information and acknowledging others’ efforts  Respond to others who need clarification or guidance on the job  Step in to help others when workloads are high  Keep the team and supervisor informed of work tasks  Use appropriate approaches, including digital technologies, to share information and collaborate with others | Foundational |
|  | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | Identify the facts and type of data needed to understand a problem or explore an opportunity  Research and analyse information to make recommendations based on relevant evidence  Identify issues that may hinder the completion of tasks and find appropriate solutions  Be willing to seek input from others and share own ideas to achieve best outcomes  Generate ideas and identify ways to improve systems and processes to meet user needs | Intermediate |
|  | **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** |
|  | 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 |
|  | Commit to Customer Service | | Provide customer-focused services in line with public sector and organisational objectives | Foundational |
| Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
|  | Deliver Results | | Achieve results through the efficient use of resources and a commitment to quality outcomes | Foundational |
| 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 | 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 | Foundational |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |