

Role Description

Principal Infrastructure Planning and Flood Risk



Regional
NSW

Role Description Fields	Details
Cluster	Regional NSW
Department/Agency	Department of Regional NSW
Division/Branch	NSW Public Works
Role number	TBC
Classification/Grade/Band	Clerk Grade 11/12
ANZSCO Code	139999
PCAT Code	1119192
Date of Approval	November 2022
Agency Website	https://www.regional.nsw.gov.au or www.publicworks.nsw.gov.au

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources, and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

NSW Public Works is part of the Department of Regional NSW and supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, design, delivery and support services. Our work is in the hospitals, dams, water treatment plants and high schools – the real foundations of prosperous communities. Every day we help shape the ambitious projects that bring progress to more people in NSW. From forging a more sustainable relationship with the land around us, to engineering the big ideas of the future. In every challenge we see the chance to build stronger and more connected communities.

Primary purpose of the role

The Principal Infrastructure Planning and Flood Risk is a leader in the Infrastructure Advisory and Program Assurance Directorate providing expert strategic and technical advice in relation to innovative strategic infrastructure planning and floodplain risk management services for state government agencies and local government. In conjunction with other service lines, the team also provides advisory and project management services in specialised fields of practice.

Key accountabilities

- Lead a team of specialist advisors providing strategic infrastructure planning and floodplain risk management advice for state agencies and across local government and contribute to the identification of prioritised and resilient community infrastructure across Regional NSW.
- Liaise with senior stakeholders on key strategic infrastructure planning advisory services and flood risks and issues and provide expert, innovative and influential advice consistent with organisational policies and frameworks.

- In consultation with the Digital Engineering and Spatial Services Teams, apply the use of advanced technology tools in the delivery of projects across this portfolio, to initiate the development of an asset management framework as early as possible in the infrastructure lifecycle.
- Initiate and develop key partnerships with agencies, suppliers, the private sector and other stakeholders to define and evaluate infrastructure planning and floodplain risk management outcomes.
- Establish the use of best practice risk management strategies across agency asset portfolios.
- Build and direct a client focused multi-skilled team utilising key management, training and development, team building and communication strategies.
- Identify team and resource needs and ensure strategic infrastructure planning and floodplain risk management advice, projects and goals are achieved within budget and expected timeframes.
- Identify and establish new and increased service lines in the specialist fields of practice. Ensure liaison and collaboration with other business units and regional directorates within NSW Public Works in the provision of advisory services.

Key challenges

- Working closely with agencies and regional local government, together with their senior executive to identify infrastructure planning and flood risk management opportunities within their portfolios.
- Working collaboratively across the sector to bring the skills together to meet industry needs in a consistent and standardised way that will ensure effective and proactive infrastructure planning and flood risk services.
- Managing positive stakeholder, industry and contractor relationships that are critical for the achievement of commercially viable outcomes for NSW Public Works and stakeholders. Driving NSW Public Works proactively into a lead role across infrastructure planning and flood risk management networks.

Key relationships

Internal

Who	Why
Executive and Department	<ul style="list-style-type: none"> • Work closely with relevant sector stakeholder groups to ensure a collaborative approach when delivering projects and advisory services within the service line portfolios • Participate in discussions and decisions regarding strategic infrastructure planning and flood risk management advice
Manager	<ul style="list-style-type: none"> • Seek guidance and provide information
Work Team	<ul style="list-style-type: none"> • Encourage team members to work collaboratively to achieve best practice business outcomes with a focus on delivering a quality client service • Lead meetings to obtain work group perspective and share information
Clients	<ul style="list-style-type: none"> • Highlight resourcing challenges and seek effective solutions within budget and service delivery constraints • Respond to strategic infrastructure planning and flood risk management queries and provide solutions to issues.

External

Who	Why
Customers/ Stakeholders	<ul style="list-style-type: none">• Develop and maintain effective working relationships and open channels of communication to facilitate discussions, provide expert advice and achieve best practice in business unit deliverables.• Manage and promote a client-focused approach to service delivery.
.Industry professionals/ consultants	<ul style="list-style-type: none">• Seek and maintain specialist knowledge / advice and collaborate on innovation and best practice across the service line outcomes.• Keep up to date with market trends, initiatives and solutions to ensure recommendations are current and timely.

Role dimensions

Decision making

Ensures that decisions in relation to strategic infrastructure planning and flood risk management advice are in compliance with the relevant policies, guidelines and acts.

Reporting line

Director Infrastructure Advisory & Program Assurance

Direct reports

- Senior Infrastructure Advisor Grade 9/10
- Senior Floodplain Management Specialist Grade 9/10
- Infrastructure Advisor Grade 7/8
- Floodplain Management Specialist Officer Grade 7/8
- Infrastructure Planning Officer Grade 5/6
- Indirect reports – contractors as required

Budget

In line with the Dept. of Regional NSW and NSW Public Works delegation manuals.

Key knowledge and experience

- Extensive demonstrated experience as project, procurement, contract management lead on complex infrastructure planning and flood risk management projects.
- Experience managing a team and portfolio in the infrastructure planning and flood risk area.
- Demonstrable experience in government and/or in private sector consultancy in the delivery of significant projects within the infrastructure planning and flood risk management portfolios.
- Demonstrable experience in the application of innovative thought leadership in the delivery of specialised services.
- High level interpersonal and people leadership skills, and experience in a role assisting internal and external clients.

Essential requirements

- Qualifications in Civil and/or Environmental Engineering, Land-use Planning, Infrastructure Planning, Project Management or a related field.
- Current NSW Driver's License and willingness to drive to and work in remote locations which may include overnight stays.

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.

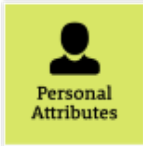
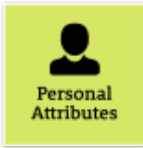
The capabilities are separated into focus capabilities and complementary capabilities

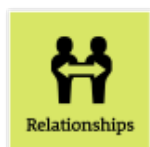
Focus capabilities

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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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

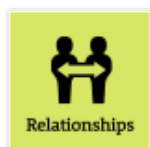


Commit to Customer Service

Provide customer-focused services in line with public sector and organisational objectives

- Promote a customer-focused culture in the organisation and consider new ways of working to improve customer experience
- Ensure systems are in place to capture customer service insights to improve services
- Initiate and develop partnerships with customers to define and evaluate service performance outcomes
- Promote and manage alliances within the organisation and across the public, private and community sectors
- Liaise with senior stakeholders on key issues and provide expert and influential advice
- Identify and incorporate the interests and needs of customers in business process design and encourage new ideas and innovative approaches
- Ensure that the organisation's systems, processes, policies and programs respond to customer needs

Advanced

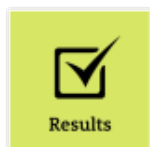


Influence and Negotiate

Gain consensus and commitment from others, and resolve issues and conflicts

- Influence others with a fair and considered approach and present persuasive counter-arguments
- Work towards mutually beneficial 'win-win' outcomes
- Show sensitivity and understanding in resolving acute and complex conflicts and differences
- Identify key stakeholders and gain their support in advance
- Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise
- Anticipate and minimise conflict within the organisation and with external stakeholders

Advanced

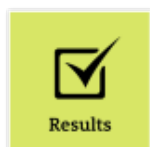


Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes
- Make sure staff understand expected goals and acknowledge staff success in achieving these
- Identify resource needs and ensure goals are achieved within set budgets and deadlines
- Use business data to evaluate outcomes and inform continuous improvement
- Identify priorities that need to change and ensure the allocation of resources meets new business needs
- Ensure that the financial implications of changed priorities are explicit and budgeted for

Adept

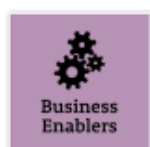


Demonstrate Accountability

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- Design and develop systems to establish and measure accountabilities
- Ensure accountabilities are exercised in line with government and business goals
- Exercise due diligence to ensure work health and safety risks are addressed
- Oversee quality assurance practices
- Model the highest standards of financial probity, demonstrating respect for public monies and other resources
- Monitor and maintain business-unit knowledge of and compliance with legislative and regulatory frameworks
- Incorporate sound risk management principles and strategies into business planning

Advanced

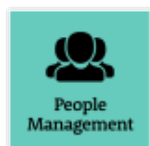


Procurement and Contract Management

Understand and apply procurement processes to ensure effective purchasing and contract performance

- Apply legal, policy and organisational guidelines and procedures relating to procurement and contract management
- Develop well-written, well-structured procurement documentation that clearly sets out the business requirements
- Monitor procurement and contract management processes to ensure they are open, transparent and competitive
- Be aware of procurement and contract management risks, and actions to manage or mitigate risk in monitoring contract performance
- Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles
- Escalate procurement and contract management issues, where required

Adept

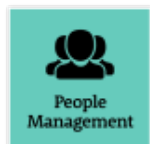


Manage and Develop People

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



Inspire Direction and Purpose










Communicate goals, priorities and vision, and recognise achievements

- Promote a sense of purpose, and help the team to understand the strategic direction of the organisation and the needs of customers and stakeholders
- Translate broad organisational strategy and goals into tangible team goals and explain the links for the team
- Ensure that team objectives and outcomes lead to the implementation of government priorities and create value for customers and stakeholders
- Work to remove barriers to achieving goals

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.

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	Adept
	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	Adept
	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
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Project Management	Understand and apply effective planning, coordination and control methods	Adept



Optimise Business Outcomes

Manage people and resources effectively to achieve public value Adept



Manage Reform and Change

Support, promote and champion change, and assist others to engage with change Intermediate