

# Role Description

## Survey Assistant



Transport  
for NSW

Cluster	Transport for NSW
Agency	Transport for NSW
Division/Branch/Unit	Infrastructure and Place /Technical and Project Services/Engineering Services
Location	Various
Classification/Grade/Band	USS 2-4
Role Number	Various
ANZSCO Code	312116
PCAT Code	1112292
Date of Approval	December 2019
Agency Website	<a href="http://www.transport.nsw.gov.au">www.transport.nsw.gov.au</a>

### Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we're delivering a \$51.2bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of nine integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

### Primary purpose of the role

The Survey Assistant undertakes minor field surveys and assists with field and office procedures in order to achieve client satisfaction and the Unit's business objectives.

### Key accountabilities

- Contribute to the provision of survey services by assisting in the process of data collection, analysis and presentation. May undertake minor field surveys and data processing for analysis and presentation.
- Comply with the Transport for NSW WHS and environmental policies by undertaking relevant training and following Surveying discipline procedures.
- Support the Survey Team by maintaining survey equipment and vehicles to agreed standards.



## Key challenges

- Operate effectively under conditions of resource restraints while responding to “on demand” obligations that may impact on scheduled workload and Transport Agency programs.
- Championing Surveying as a critical activity which has the potential to significantly impact on the delivery of Transport for NSW projects.
- Ensuring that relevant, timely and accurate advice is provided to the survey team, colleagues, project managers, regional staff and the Director Surveying.

## Key relationships

Who	Why
<b>Internal</b>	
Survey Unit Manager	<ul style="list-style-type: none"><li>• Key relationship manager, receive guidance, escalate issues, provide updates and clarify instructions</li><li>• Participate in meetings, share information and provide input on issues</li></ul>
Survey Team	<ul style="list-style-type: none"><li>• Collaborate and share relevant information, provide support, respond to queries and instructions</li><li>• Support team members and work collaboratively to contribute to achieving team outcomes</li></ul>
Clients / Project Managers	<ul style="list-style-type: none"><li>• Support the delivery of agreed outcomes in line with cost, time and quality expectations</li></ul>
<b>External</b>	
Private Sector Contractors	<ul style="list-style-type: none"><li>• Collaborate and respond to queries in order to achieve TfNSW project outcomes</li></ul>
Other NSW government agencies and departments	<ul style="list-style-type: none"><li>• Build professional expertise and networks</li></ul>
Industry partners, external Surveyors	<ul style="list-style-type: none"><li>• Exchange information, to stay up to date with the new technologies and practices</li><li>• Gain knowledge on how the industry operates</li></ul>

## Role dimensions

### Decision making

The role is accountable for the delivery of assigned work. The role will contribute to developing innovative solutions to technical problems within the limits of approved delegation.

### Reporting line

The role reporting lines vary depending on the nature of the projects and region/location of the role.

The Surveyor Assistant reports to the Survey Unit Manager and may be engaged in Cadastral Surveying, Utility Locations, Geospatial Technologies or Survey Certification and Compliance.

### Direct reports

Nil

## Budget/Expenditure

Nil

## Essential requirements

- Eligible for entry into a Diploma of Surveying qualification.
- Demonstrated knowledge and understanding of surveying and spatial data capture procedures and processes appropriate for the Grade.
- Demonstrated understanding of relevant procedures, policies, guidelines, standards and legislative requirements appropriate for the Grade.
- Progression from grade USS 2 to USS 4 may occur through application of the capability assessment process and/or the incumbent/candidate having Diploma of Surveying qualification.
- Possess a current motor vehicle driver license.
- Required to work outside regular working hours including weekend and night work, in all types of weather conditions. Frequent intrastate travel may be required for Regionally based roles.

## Capabilities for the role





The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

## Capabilities for USS2- 4

## NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Foundational
	<b>Manage Self</b>	<b>Foundational</b>
	Value Diversity	Foundational
 Relationships	<b>Communicate Effectively</b>	<b>Intermediate</b>
	Commit to Customer Service	Foundational
	<b>Work Collaboratively</b>	<b>Intermediate</b>
 Results	Deliver Results	Foundational
	<b>Plan and Prioritise</b>	<b>Intermediate</b>
	<b>Think and Solve Problems</b>	<b>Intermediate</b>
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Foundational
	<b>Technology</b>	<b>Intermediate</b>
	Procurement and Contract Management	Foundational
	Project Management	Foundational

### Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Manage Self	Foundational	<ul style="list-style-type: none"> <li>Be willing to develop and apply new skills</li> <li>Show commitment to completing work activities effectively</li> <li>Look for opportunities to learn from the feedback of others</li> </ul>
<b>Relationships</b> Communicate Effectively	Intermediate	<ul style="list-style-type: none"> <li>Focus on key points and speak in 'Plain English'</li> <li>Clearly explain and present ideas and arguments</li> <li>Listen to others when they are speaking and ask appropriate, respectful questions</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Prepare written material that is well structured and easy to follow by the intended audience</li> <li>Communicate routine technical information clearly</li> </ul>
<b>Relationships</b>	Intermediate	<ul style="list-style-type: none"> <li>Build a supportive and co-operative team environment</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Work Collaboratively		<ul style="list-style-type: none"> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes which were achieved by effective collaboration</li> <li>• Engage other teams/units to share information and solve issues and problems jointly</li> <li>• Support others in challenging situations</li> </ul>
<b>Results</b> Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> <li>• Understand the team/unit objectives and align operational activities accordingly</li> <li>• Initiate, and develop team goals and plans and use feedback to inform future planning</li> <li>• Respond proactively to changing circumstances and adjust plans and schedules when necessary</li> <li>• Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals</li> <li>• Accommodate and respond with initiative to changing priorities and operating environments</li> </ul>
<b>Results</b> Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> <li>• Research and analyse information and make recommendations based on relevant evidence</li> <li>• Identify issues that may hinder completion of tasks and find appropriate solutions</li> <li>• Be willing to seek out input from others and share own ideas to achieve best outcomes</li> <li>• Identify ways to improve systems or processes which are used by the team/unit</li> </ul>
<b>Business Enablers</b> Technology	Intermediate	<ul style="list-style-type: none"> <li>• Apply computer applications that enable performance of more complex tasks</li> <li>• Apply practical skills in the use of relevant technology</li> <li>• Make effective use of records, information and knowledge management functions and systems</li> <li>• Understand and comply with information and communications security and acceptable use policies</li> <li>• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies</li> </ul>