Role Description
Senior Project Development Officer

Cluster	Transport for NSW
Agency	Transport for NSW
Division/ Branch/ Unit	Infrastructure and Place/ Regional Project Delivery/ Northern Project Office
Location	Newcastle
Classification/ Grade/ Band	USS 9
Role Number	50011801, 50011768
ANZSCO Code	233211
PCAT Code	21139122
Date of Approval	8 Jan 2020
Agency Website	http://www.transport.nsw.gov.au/

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 Senior Project Development Officer is responsible, within TfNSW and client requirements, for undertaking scoping of assigned road projects and implementing project development services for road projects. The position also assists with project assessments as well as ensuring compliance with a range of environmental conditions and the approval processes.

Key accountabilities

- Deliver detailed project scoping and project development activities in consultation with the Senior Project Development Manager or Project Development Manager to ensure major infrastructure projects meet Government and TfNSW objectives
- Contribute to the development and implementation of community engagement plans to ensure effective community consultation in the development phase of projects, and interact with affected community members.
- ☐ Deliver detailed project development briefs and monitor the quality of design and other work by professional service contractors or internal service providers to ensure designs meet agreed criteria, benefits and user requirements.

- ☐ Deliver regular project monitoring and reporting progress to the Senior Project Development Manager or Project Development Manager to contribute to ensuring cost effective project resource procurement, projects provide value for money, are implemented to agreed time, cost and quality and are consistent with operational and maintenance requirements.
- ☐ Commission and manage the delivery of environmental impacts assessments to ensure appropriate environmental management practices on projects and compliance with Review of Environmental Factors (REF) and Environmental Impact Statement (EIS) legislation.
- Develop and manage project business cases including economic evaluation and project justification.
- Ensure that best practice Work Health and Safety is incorporated into all investigations and designs.

Key challenges

- Managing consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests
- Achieving project deadlines and milestones to the required standards and within budget, given the need to simultaneously coordinate and deliver multiple projects which are often complex and interconnected

Key relationships

Who	Why
Internal	
Director Projects Hunter Northern Project Office	To ensure projects are developed in accordance with the Transport for NSW framework to deliver quality results and outcomes.
Project Development Manager or Senior Project Development Manager	Direct manager, ensure collaboration within the development team and across various TfNSW business units, ensures quality outcomes for projects being developed
Regional Project Delivery Infrastructure & Place	Work within a matrix management structure where support services are embedded within program office delivery teams.
External	
Public and Community	Support relationships with the community to deliver effective projects that meets the needs of all road users
Other Government Agencies and Departments	Collaboration with stakeholder agencies in managing and addressing requirements for effective project development
Consultants and Contractors	Support relationships with industry representatives to increase engagement ans improve capacity to deliver

Role dimensions

Decision making

This role has minimal decision making and takes direction from the Senior Project Development Manager or Project Development Manager. The role has some autonomy in prioritising work tasks to manage completion.

Reporting line

Senior Project Development Manager

Direct reports

None

Budget/Expenditure

Not applicable

Essential requirements

- Tertiary qualifications in civil engineering, project management or other related discipline or equivalent relevant experience in developing road and bridge projects.

- Knowledge and experience in road transport project development and evaluation.

- Demonstrated project management experience with an ability to provide support to teams of multi-disciplinary professional and technical staff.

- A current valid Australia Driver's License.

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

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.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	**Adept**
	Value Diversity	Intermediate
Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	**Adept**
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
Results	Deliver Results	Intermediate
	Plan and Prioritise	**Adept**
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	**Intermediate**
Business Enablers	Finance	Intermediate
	Technology	**Adept**
	Procurement and Contract Management	Intermediate
	Project Management	Adept

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**
Personal Attributes Manage Self	Adept	• Look for and take advantage of opportunities to learn 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 a high level of personal motivation
Relationships Commit to Customer Service	Adept	• Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Results Plan and Prioritise	Adept	• Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team/unit goals, strategies and plans • Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate achievements and adjust future plans accordingly
Results Demonstrate Accountability	Intermediate	• Take responsibility and be accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about their application by self and others • Be alert to risks that might impact the completion of an activity and escalate these when identified • Use financial and other resources responsibly
Business Enablers Technology	Adept	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business • Support compliance with the records, information and knowledge management requirements of the organisation