

# Role Description

## Surveyor



Regional  
NSW

Cluster	Department of Regional New South Wales
Division/Branch/Unit	Public Works Advisory and Regional Development
Role number	35303
Location	
Classification/Grade/Band	Clerk Grade 5/6
ANZSCO Code	232212
PCAT Code	1112292
Date of Approval	October 2021
Agency Website	nsw.gov.au/regionalnsw

### 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.

Public Works Advisory (PWA) 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. There's nothing abstract about what we do. Just look around. 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. We do this by developing solutions that show creativity and grassroots ingenuity, providing impartial advice and support at all levels of government and the private sector, and partnering with experts to maximise the benefits of our knowledge and experience.

In PWA offices all over the state, you'll find local expertise for local issues. We uncover the best talent, scrutinise cost and risk, and bridge the gap between private sector and government. By managing these nuances, projects we work on don't just get done, they become benchmarks others aspire to.

### Primary purpose of the role

To undertake and coordinate a range of field surveys, including project planning, data collection, data processing, investigation of services and produce deliverable outputs to meet client needs in a timely and cost-effective way, under the guidance of senior staff members

## Key accountabilities

- Deliver a range of GIS/CAD products and undertake field data capture for assigned projects.
- Complete a range of surveys to meet client requirements of time, cost and quality.
- With support, prepare and provide clear and thorough reporting and other documentation to senior staff and clients which informs and provides accountability.
- Contribute to the development and implementation of innovative and leading edge outcomes.
- Contribute to resolution of issues to client satisfaction.
- Develop and maintain a good understanding of industry trends and practices and Departmental obligations and apply these to all outcomes.
- Under the direction of senior staff, liaise with clients to understand the business needs and technical issues/concerns of clients, provide solutions and obtain feedback on the services provided.
- Relate any technical, safety or performance issues to the project supervisor.
- Perform work within a safe work environment as per legislation and contribute to advances in work safety.
- Contribute to the promotion of the services of Public Works Advisory (PWA) to all clients through implementation of sound business methodology.
- Provide excellent client service in order to obtain repeat business, develop new business opportunities and continuously improve the reputation of PWA in the industry

## Key challenges

- Delivering a range of outcomes concurrently and providing exceptional client service, whilst meeting client expectations and time, quality and budget parameters.
- Work with assigned mentors to obtain coaching and development opportunities in monitoring surveys, cadastral surveying, asset data, property matters, and project management.
- Undertake training and development opportunities so that increasing skills and professional judgement is obtained and applied progressively to more difficult tasks

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Carry out a range of surveys as directed and complete within time, cost and quality and assist surveyors to carry out surveys.</li> <li>• With assistance from senior surveyors, undertake complex survey data processing and analysis, and prepare reports to present project outcomes.</li> <li>• Prepare, store and maintain survey equipment and vehicles and keep appropriate inventory records.</li> </ul>
Work Team	<ul style="list-style-type: none"> <li>• Support team members and work collaboratively to contribute to achieving the team's business outcomes.</li> <li>• Participate in meetings to share information and provide input on issues including advances in work safety, technology and efficiency.</li> <li>• As part of a team work on a range of large scale surveys and support team members to achieve business outcomes</li> </ul>
Client/Customer	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships.</li> </ul>

Who	Why
	<ul style="list-style-type: none"> <li>• Manage the flow of information, seek clarification and provide advice with guidance from senior staff and respond to queries to ensure prompt resolution of issues.</li> <li>• Address/respond to queries and provide solutions where possible, or redirect query to relevant area.</li> </ul>
External	
Customers/ Stakeholders	<ul style="list-style-type: none"> <li>• Provide clear reporting documentation to ensure informed and accountable decision making.</li> <li>• Develop a thorough understanding of client needs and business requirements.</li> <li>• Contribute to a client-focussed approach to service delivery.</li> </ul>
Vendors/Service Providers	<ul style="list-style-type: none"> <li>• Under guidance of Manager co-ordinate contractors to provide project-related services.</li> <li>• Manage and monitor provision of service to ensure compliance with scope of work and quality standards.</li> </ul>
Industry professionals/ consultants	<ul style="list-style-type: none"> <li>• Seek/maintain specialist knowledge and understanding of industry trends and practices.</li> <li>• Undertake training and development opportunities so that increasing skills and professional judgement are obtained and applied progressively.</li> <li>• Involvement in the surveying and spatial industry through participation in forums such as industry conferences, group meetings and promotional activities.</li> </ul>

## Role dimensions

### Decision making

This role makes day to day decisions in relation to prioritising activities with guidance from senior staff. All project related activities are dealt with in accordance with delegated authorities. Decisions affecting the delivery of targets set for projects require consultation with senior staff/Manager.

### Reporting line

This role reports to the Principal Surveyor

### Direct reports

Nil

### Budget/Expenditure

The role has no financial delegations. However the position needs to work within negotiated and agreed budget parameters Departmental delegations

## Essential requirements

- Degree in Surveying with preferably a minimum two years relevant industry experience and a willingness to work towards Registration in NSW, including gaining a thorough knowledge and understanding of surveying legislation and regulations or Certificate III or IV and/or Diploma in Surveying, preferably with a minimum of two years relevant industry experience.
- Suitable health and fitness with an ability to undertake work in physically challenging terrain at times.
- A valid NSW Driver's Licence and willingness to travel within NSW, which may include overnight stays.
- Employment screening checks, security or other clearances and health assessments may be conducted.

## 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
 <p>Personal Attributes</p>	<p><b>Act with Integrity</b></p> <p>Be ethical and professional, and uphold and promote the public sector values</p>	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>	Intermediate
 <p>Relationships</p>	<p><b>Communicate Effectively</b></p> <p>Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<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 to gain an understanding and ask appropriate, respectful questions</li> <li>• Promote the use of inclusive language and assist others to adjust where necessary</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Write and prepare material that is well structured and easy to follow</li> <li>• Communicate routine technical information clearly</li> </ul>	Intermediate
 <p>Results</p>	<p><b>Demonstrate Accountability</b></p> <p>Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines</p>	<ul style="list-style-type: none"> <li>• Be proactive in taking responsibility and being accountable for own actions</li> <li>• Understand delegations and act within authority levels</li> <li>• Identify and follow safe work practices, and be vigilant about own and others' application of these practices</li> <li>• Be aware of risks and act on or escalate risks, as appropriate</li> <li>• Use financial and other resources responsibly</li> </ul>	Intermediate
 <p>Business Enablers</p>	<p><b>Project Management</b></p> <p>Understand and apply effective planning, coordination and control methods</p>	<ul style="list-style-type: none"> <li>• Understand project goals, steps to be undertaken and expected outcomes</li> <li>• Plan and deliver tasks in line with agreed project milestones and timeframes</li> <li>• Check progress against agreed milestones and timeframes, and seek help to overcome barriers</li> <li>• Participate in planning and provide feedback on progress and potential improvements to project processes</li> </ul>	Foundational

## 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	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 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	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
 Business Enablers	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