

# Role Description

## Dams Safety Engineer



Planning,  
Industry &  
Environment

Cluster	Planning, Industry and Environment
Agency	Department of Planning, Industry and Environment
Division/Branch/Unit	Water / Dams Safety NSW
Location	Parramatta
Classification/Grade/Band	Engineer Grade 4
Role Family <i>(internal use only)</i>	Bespoke/ Science & Engineering/Deliver
ANZSCO Code	233211
PCAT Code	1119192
Date of Approval	June 2019 (updated September 2020)
Agency Website	<a href="http://www.damsafety.nsw.gov.au">www.damsafety.nsw.gov.au</a>

### About the Department of Planning, Industry and Environment

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.

Dams Safety NSW is established to administer Dams Safety Act 2015 which includes, however not limited to, ensuring that any risks that may arise in relation to declared dams are of a level that is acceptable to the community and encourage proper and efficient management in matters relating to dams safety. Some of the functions of Dams Safety NSW include:

- Provide advice or make recommendations to the Minister on the development, implementation and modification of the dams safety standards,
- Keep the owners of declared dams and the public informed about the dams safety standards and to regulate compliance with those standards,
- Audit compliance by the owners of declared dams with operations and maintenance plans
- Formulating measures (including the development of guidelines) to ensure the safety of dams

### Primary purpose of the role

Reviews and analyses operational and policy issues, reviewing planned audit inputs and outputs, providing technical advice in setting regulatory priorities. Work closely with dam owners to promote regulatory compliance and awareness of dam's safety regulatory requirements.

## Key accountabilities

- Undertake research, analysis and review of complex dam construction and operational issues, potential audit initiatives and policy issues, identifying emerging issues from an engineering perspective.
- Provide expert advice and information to inform relevant stakeholders and support policy directions
- Collaborate on the delivery of audit processes
- Build and maintain relationships with key stakeholders and contribution to, the identification and development of policy solutions and to inform policy decision making
- Support staff to successfully deliver audit and investigation priorities and initiatives
- Prepare correspondence and written reports that are informative and aligned with agency requirements, to respond to Agency and/or Government requests
- Collaborate on projects to develop and embed dams safety regulatory capability
- Participate in management system assessments of declared dam owner's systems.

## Key challenges

- Develop and maintain knowledge and skills in dam engineering.
- Keep up to date with industry best practice and the associated latest national and international standards.

## Key relationships

Who	Why
<b>Internal</b>	
CEO Dams Safety Operations Manager	<ul style="list-style-type: none"><li>• Obtain confirmation or guidance on interpretation and consistency of policies/requirements and on any changes in priorities for strategic or other key management purposes.</li></ul>
Principal Dams Safety Engineer	<ul style="list-style-type: none"><li>• Provide advice on new and emerging issues, and to report on project performance.</li></ul>
Other staff	<ul style="list-style-type: none"><li>• Provide advice and information; seek information for reporting and coordination.</li><li>• Work closely to share knowledge on project requirements and obtain data and information to required standard and timeframes</li></ul>
<b>External</b>	
Dam owners (Local Councils, Mining Companies, Water Utilities)	<ul style="list-style-type: none"><li>• Maintain communications with stakeholders, providing advice and insight to guide dam owners</li></ul>
Service Providers and Consultants to Dam owners and industry	<ul style="list-style-type: none"><li>• Provide technical advice regarding dam safety issues</li></ul>
State Emergency Service (SES)	<ul style="list-style-type: none"><li>• Liaise with SES regarding potential issues and dam safety concerns</li></ul>

## Role dimensions

### Decision making

- Manages a range of activities in accordance with established and agreed outcomes and time frames and makes independent decisions
- Provides information about dam safety investigations and engineering aspects at meetings and forums with internal and external stakeholders.

### Reporting line

Operations Manager

### Direct reports

Nil

### Budget/Expenditure

Nil

## Essential requirements

- Degree in civil engineering with experience in construction/ or operations/ or maintenance of civil assets.
- Current NSW Driver Licence.
- Able and willing to travel

## 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
 Personal	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public	<ul style="list-style-type: none"><li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li></ul>	Adept

	sector values	<ul style="list-style-type: none"> <li>• Act professionally and support a culture of integrity</li> <li>• Identify and explain ethical issues and set an example for others to follow</li> <li>• Ensure that others are aware of and understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct and illegal and inappropriate behaviour</li> </ul>	
	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>• Keep up to date with relevant contemporary knowledge and practices</li> <li>• Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>• Show commitment to achieving challenging goals</li> <li>• Examine and reflect on own performance</li> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate and maintain a high level of personal motivation</li> </ul>	Adept
	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> <li>• Take responsibility for delivering high-quality customer-focused services</li> <li>• Design processes and policies based on the customer's point of view and needs</li> <li>• Understand and measure what is important to customers</li> <li>• Use data and information to monitor and improve customer service delivery</li> <li>• Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers</li> <li>• Maintain relationships with key customers in area of expertise</li> <li>• Connect and collaborate with relevant customers within the community</li> </ul>	Adept
	<b>Work Collaboratively</b> Collaborate with others and value their contribution	<ul style="list-style-type: none"> <li>• Encourage a culture that recognises the value of collaboration</li> <li>• Build cooperation and overcome barriers to information sharing and communication across teams and units</li> <li>• Share lessons learned across teams and units</li> <li>• Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work</li> <li>• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li> </ul>	Adept



#### Results

### Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
- Seek contributions and ideas from people with diverse backgrounds and experience
- Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
- Identify and share business process improvements to enhance effectiveness

Intermediate

### Demonstrate Accountability

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

- Be proactive in taking responsibility and being accountable for own actions
- Understand delegations and act within authority levels
- Identify and follow safe work practices, and be vigilant about own and others' application of these practices
- Be aware of risks and act on or escalate risks, as appropriate
- Use financial and other resources responsibly



#### Business Enablers

### Technology

Understand and use available technologies to maximise efficiencies and effectiveness

- Identify opportunities to use a broad range of technologies to collaborate
- Monitor compliance with cyber security and the use of technology policies
- Identify ways to maximise the value of available technology to achieve business strategies and outcomes
- Monitor compliance with the organisation's records, information and knowledge management requirements





Adept

## 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
 <b>Personal Attributes</b>	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 <b>Relationships</b>	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 <b>Results</b>	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
 <b>Business Enablers</b>	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate