

# Role Description

## Groundwater Strategy Officer



Planning,  
Industry &  
Environment

Cluster	Planning, Industry & Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Water/Regional Water Strategies
Location	Various Locations
Classification/Grade/Band	Clerk Grade 7/8
Role Family ( <i>internal use only</i> )	Bespoke / Projects and programs / Deliver
ANZSCO Code	234999
PCAT Code	1119192
Date of Approval	February 2020
Agency Website	<a href="https://www.dpie.nsw.gov.au">https://www.dpie.nsw.gov.au</a>

### Agency overview

The Planning, Industry and Environment Cluster was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW.

The Regional Water Strategies Division, in the DPIE Water Group, is responsible for developing twelve regional water strategies to deliver resilient water resources for towns and communities, the environment, Aboriginal communities and industry across NSW.

### Primary purpose of the role

Gather and develop information on groundwater management to contribute to the delivery of the NSW Government's regional water strategies, consistent with the State's water sector strategic planning priorities, the State's and Commonwealth's water reform agenda, and relevant legislation.

### Key accountabilities

- Undertake research and gather data and information on groundwater demand and supply for key region sectors, including emerging trends.
- Liaise with key internal and external stakeholders at the regional level to provide research and information products that inform the development of regional water strategies.
- Working collaboratively across Department of Planning, Industry and Environment and other NSW government agencies, providing the relevant strategy information to assess potential risk in water management arrangements.
- Provide relevant information to support a risk based assessment of groundwater management within a relevant region.
- Facilitate and contribute to regional working groups to gather data and information to inform regional water strategy development.

- Provide input into considered, strategic options including, infrastructure, policy and planning opportunities.

## Key challenges

- Supporting consultations, negotiations and cross-sector partnerships on sensitive groundwater management arrangements and regional strategy development.
- Maintaining current knowledge of contemporary trends and developments in approaches to groundwater management and implications for a risk based strategic approach to groundwater management.

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Escalate issues, provide information and feedback, advises and receives instructions.</li> <li>• Provide recommendations on resolving issues or options in regional strategies</li> </ul>
Team members	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships and open channels of communication to liaise, consult, engage and/or participate on strategy development</li> <li>• Transfer knowledge, in particular to less experienced team members.</li> </ul>
Other staff in Department of Planning, Industry and Environment	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships and open channels of communication to liaise, consult engage and/or participate on policy program initiatives with other staff also working in the regional area.</li> <li>• Ensure that all relevant information and data is gathered from other water management arrangements</li> </ul>
<b>External</b>	
Key regional stakeholders including regional representatives from other agencies, professional associations, peak industry bodies, major industry representatives and local government.	<ul style="list-style-type: none"> <li>• Develop and maintain effective working relationships and open channels of communication to facilitate engagement, liaison, consultation and/or participation in the collation of relevant information and research at the regional level to support the development and implementation of regional strategies.</li> <li>• Facilitate working groups at the regional level to gather, collate and coordinate information and research to support the development and implementation of regional strategies.</li> <li>• Participate in meetings and support Agency management in meetings with regional stakeholders in the development and implementation of regional strategies.</li> </ul>

## Role dimensions

### Decision making

- Accountable for the provision of timely and accurate information and research to support the development of groundwater related options for regional strategies.

- Refers to the Manager decisions on matters that impact project outcomes, have implications broader than a regional context or could create substantial or contentious precedent; require a higher administrative or financial delegation; or submission to a higher level of management.

### **Reporting line**

Principal Groundwater Strategist.

### **Direct reports**

NIL

### **Budget/Expenditure**

N/A

### **Essential requirements**

- Experience in groundwater related areas such as water planning, natural resource management, environmental science, civil/environmental engineering and hydrogeology.
- Familiarity with the State and Commonwealth Government's water reform agendas.





### **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.

## NSW Public Sector Capability Framework

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

## 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> Act with Integrity	Foundational	<ul style="list-style-type: none"> <li>Behave in an honest, ethical and professional way</li> <li>Take opportunities to clarify understanding of ethical behaviour requirements</li> <li>Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role</li> <li>Speak out against misconduct, illegal and inappropriate behaviour</li> <li>Report apparent conflicts of interest</li> </ul>
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>Adapt existing skills to new situations</li> <li>Show commitment to achieving work goals</li> <li>Show awareness of own strengths and areas for growth and develop and apply new skills</li> <li>Seek feedback from colleagues and stakeholders</li> <li>Maintain own motivation when tasks become difficult</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<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> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>Build a supportive and co-operative team environment</li> <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> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option</li> <li>Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Results</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>Take responsibility and be 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 their application by self and others</li> <li>Be alert to risks that might impact the completion of an activity and escalate these when identified</li> <li>Use financial and other resources responsibly</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>