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| **Cluster** | Planning, Industry & Environment |
| **Agency** | Department of Planning, Industry and Environment |
| **Division/Branch/Unit** | Energy, Science & Sustainability / Climate Change & Sustainability |
| **Location** | Various |
| **Classification/Grade/Band** | Environment Officer 10 |
| **ANZSCO Code** | 234311 |
| **Role Number** | 31298 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | April 2015 |
| **Agency Website** | www.dpie.nsw.gov.au |

# Agency overview

The Planning, Industry and Environment Cluster brings together the functions from the former Planning & Environment and Industry Clusters.

The new Cluster will drive for 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. In particular, there will be a redoubling of emphasis on regional NSW.

# Primary purpose of the role

Contribute to effective regional delivery of environmental programs by working with Councils to ensure flood studies, floodplain risk management studies and plans and flood mitigation works are delivered within reasonable timeframes and are of a high quality. Contribute technical and policy advice to Government and Local Councils. Provide assessment of major projects, planning proposals and strategic plans with respect to management of flooding and flood related impacts, water quality, water quantity and flow rates. Provide advice regarding application of water sensitive urban design and integrated water cycle management aspects of developments.

# Key accountabilities

* Provide technical advice to Councils and their Floodplain Risk Management Committees in the preparation of Flood Studies, Floodplain Management Studies and implementation of Floodplain Management Plans. Provide high level support to floodplain risk management activities in the region, including advice to staff and external stakeholders and the development of strategies and guidance.
* Assist in the development and review of strategic operational policy relating to the management of flood risk.
* Assist Councils in applying for funds to implement appropriate and practical Flood Mitigation Works and Strategies.
* Maintain accurate records for regional projects under grant funding; and monitor and report on progress against project milestones as required.
* Provide specialist advice on floodplain and stormwater management for inclusion in responses to environmental planning and assessment matters, and contribute to region-wide problem solving as required.
* Prepare ministerial correspondence and advice to the Executive and Minister on floodplain management and risk.

# Key challenges

* Working with Councils to facilitate and influence the timely delivery of studies and plans, consistent with policy and best practice, including the engagement of the community and other relevant agencies.
* Supporting the development and implementation of floodplain risk management strategies that are consistent with risk management principles, integrate with coastal risk and estuarine/riverine management processes and consider broader community needs and environmental outcomes.
* Maintaining a high level of technical expertise in floodplain risk management, relevant technology and translating this into high quality projects and strategies.
* Maintaining a high level of technical expertise in understanding of water sensitive urban design criteria, on site detention systems, wetland hydrology and modelling software used to assess projects

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Receive guidance, provide advice and exchange information |
| Work Team | * Support team, work collaboratively |
| Internal Stakeholders | * Work collaboratively, provide advice and exchange information |
| **External** |  |
| Local Government and other Authorities | * Establish and maintain relationships to promote and encourage consultation and participation in programs * Provide technical advice * Contribute to a collaborative and integrated approach |

# Role dimensions

## Decision making

The role operates with some level of autonomy in the context of the agreed work plan and determines their day to day work priorities. The position is also fully accountable for the quality, integrity and accuracy of advice provided.

## Reporting line

## Senior Team Leader Water, Floodplains & Coast

## Direct Reports

Nil

## Budget/Expenditure

Nil

# Essential requirements

* Degree level tertiary qualifications in engineering, environmental science, natural resource management, or related discipline.
* Extensive knowledge and experience of floodplain risk and water-cycle impact assessment methods and management strategies.
* Comprehensive knowledge of guidelines and legislation relevant to water-cycle and floodplain management.
* Detailed knowledge and experience in the application of hydrological and hydraulic models in analysing flood behaviour and flood hazards.
* Detailed knowledge and experience in the application of water quality and quantity models
* Current drivers licence (Class C)

**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](file:///\\DNS-323\Volume_1\Clients\2014\Folk\PSC\v16_12March2014\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** |
|  | Display Resilience and Courage | Adept |
| **Act with Integrity** | **Adept** |
| **Manage Self** | **Advanced** |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Advanced** |
| Commit to Customer Service | Adept |
| Work Collaboratively | Adept |
| Influence and Negotiate | Adept |
|  | Deliver Results | Adept |
| Plan and Prioritise | Adept |
| **Think and Solve Problems** | **Advanced** |
| Demonstrate Accountability | Adept |
|  | Finance | Intermediate |
| **Technology** | **Adept** |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **Advanced** |

**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**  Act with Integrity | Adept | Represent the organisation in an honest, ethical and professional way and encourage others to do so  Demonstrate professionalism to support a culture of integrity within the team/unit  Set an example for others to follow and identify and explain ethical issues  Ensure that others understand the legislation and policy framework within which they operate  Act to prevent and report misconduct, illegal and inappropriate behaviour |
| **Personal Attributes**  Manage Self | Advanced | Act as a professional role model for colleagues, set high personal goals and take pride in their achievement  Actively seek, reflect and act on feedback on own performance  Translate negative feedback into an opportunity to improve  Maintain a high level of personal motivation  Take the initiative and act in a decisive way |
| **Relationships**  Communicate Effectively | Advanced | Present with credibility, engage varied audiences and test levels of understanding  Translate technical and complex information concisely for diverse audiences  Create opportunities for others to contribute to discussion and debate  Actively listen and encourage others to contribute inputs  Adjust style and approach to optimise outcomes  Write fluently and persuasively in a range of styles and formats |
| **Results**  Think and Solve Problems | Advanced | Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues  Work through issues, weigh up alternatives and identify the most effective solutions  Take account of the wider business context when considering options to resolve issues  Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements  Implement systems and processes that underpin high quality research and analysis |
| **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 |
| **Business Enablers**  Project Management | Advanced | Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts  Access key subject-matter experts' knowledge to inform project plans and directions  Implement effective stakeholder engagement and communications strategy for all stages of projects  Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning  Develop effective strategies to remedy variances from project plans, and minimise impacts  Manage transitions between project stages and ensure that changes are consistent with organisational goals |