

Role Description

Senior Digital Engineering Manager



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Public Works Advisory and Regional Development
Classification/Grade/Band	Clerk Grade 11/12
Location	Coffs Harbour
ANZSCO Code	135199
PCAT Code	1119192
Date of Approval	May 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.

In its central agency role, Public Works Advisory (PWA) supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, delivery and support services.

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.

Primary purpose of the role

Leads a team of internal specialist team in collaboration with clients and consultants to support best practice digital design and delivery, across the project and asset lifecycle and develops and delivers a coordinated digital engineering strategy and framework for PWA. The role assesses the organisation's current digital capabilities, tools and processes in collaboration with the Senior Manager Business Systems & Project Controls, asset management leads, Principal Engineers, and Principal Surveyor and implements a digitisation roadmap in conjunction with the Executive Team.

Key accountabilities

- Lead business development with senior Government stakeholders to identify new opportunities for digital engineering services or improvements.

- Lead PWA's assessment and adoption of the latest technologies and oversee product licenses and accounts; run related transformation and change management activities and ongoing training regimes. E.g. facilitating a transition to a preferred software platform.
- Develop and manage (including compliance) project BIM, 3D CAD, GIS, asset management and other technical standards and data conventions in accordance with relevant corporate strategy, standards and guidelines, such as: metadata standards, information architecture (storage location and accessibility), content naming convention standards, version control standards, quality control standards, user accessibility, technology accessibility, training – for authors and relevant non-technical stakeholders.
- Establish relationships, protocols and contract specifications with clients, consultants, builders, and internal PWA teams to ensure a cohesive and integrated approach to the procurement of services.
- Lead in the transition of projects into operation, helping/advising key client functions, oversee operations, asset management and maintenance, including data visibility and reporting against KPIs.
- Implement and manage cloud-based systems that simplify access to project data and documentation, allowing for real-time collaboration and file sharing with internal and external stakeholders
- Represent PWA at industry forums and technical groups, including thought leadership development, to drive cross-Government collaboration and improvement initiatives, and position PWA as a thought leader in digital engineering and asset management.

Key challenges

- Building a coordinated “best in class” function to support key growth areas across PWA such as asset management, sustainability, digital engineering, program assurance and management, engineering emergency management, precinct and development assurance.
- Assist the development of consistent standards and conventions across agencies/councils and suppliers.

Key relationships

Who	Why
Internal	
Director Business Operations	<ul style="list-style-type: none"> • Provide strategic and operational advice • Escalate issues and provide solutions • Deliver tasks assigned
Senior Manager Project Controls & Business Systems, Principal Surveyor, Principal Engineers, Senior Construction Project Managers	<ul style="list-style-type: none"> • Work in partnership with Senior Manager Project Controls & Business Systems to deliver improved, integrated solutions and consistency of practice for PWA
Digital Project Controls Manager	<ul style="list-style-type: none"> • Ensure integration of data and processes
QSE Manager	<ul style="list-style-type: none"> • Ensure staff, client and contractor/consultant system experience and reporting is seamless and optimised
External	
Stakeholders and clients	<ul style="list-style-type: none"> • Develop and maintain effective relationships to facilitate outcomes • Provide advice and solutions to dovetail systems/data flows for ongoing and strategic programs
Supplier	<ul style="list-style-type: none"> • Liaise with suppliers

Who	Why
	<ul style="list-style-type: none"> • Partner with suppliers to deliver continuous improvement initiatives • Coordinate external drafting and design consultants to supplement PWA's workforce

Role dimensions

Decision making

This role has autonomy and makes decisions that are under their direct control. It refers decisions that require significant change to program outcomes or timeframes or are likely to escalate or require submission to a higher level of management to the Director. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes. This role submits reports, business cases and other forms of written advice with minimal input from the Director.

Reporting line

Director, Business Operations

Direct reports

Approximately 5; TBC

Budget/Expenditure

As per the DRNSW Financial Delegations

Essential requirements

- Degree and/or equivalent experience in engineering, architecture or a related discipline.
- Minimum 10-15 years relevant experience in digital software and related platforms.
- Strong technical knowledge of 3D CAD, BIM, GIS, Collaboration and Spatial authoring applications and associated platforms and information management.
- Demonstrated capability developing and supporting the integration of multiple complex BIM, CAD and GIS models, and experience in establishment of project data structures and information management protocols, including in the asset management space.
- A strong level of technical knowledge relating to digital standards and demonstrated capability on large infrastructure projects.

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 Attributes	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> 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 Take the initiative and act in a decisive way Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation 	Advanced
 Relationships	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> Recognise outcomes achieved through effective collaboration between teams Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions Network extensively across government and organisations to increase collaboration Encourage others to use appropriate collaboration approaches and tools, including digital technologies 	Advanced
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes Make sure staff understand expected goals and acknowledge staff success in achieving these Identify resource needs and ensure goals are achieved within set budgets and deadlines Use business data to evaluate outcomes and inform continuous improvement Identify priorities that need to change and ensure the allocation of resources meets new business needs 	Adept

		<ul style="list-style-type: none"> Ensure that the financial implications of changed priorities are explicit and budgeted for 	
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> 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 in collaboration with others Take account of the wider business context when considering options to resolve issues Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements Implement systems and processes that are underpinned by high-quality research and analysis Look for opportunities to design innovative solutions to meet user needs and service demands Evaluate the performance and effectiveness of services, policies and programs against clear criteria 	Advanced
 Business Enablers	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> Champion the use of innovative technologies in the workplace Actively manage risk to ensure compliance with cyber security and acceptable use of technology policies Keep up to date with emerging technologies and technology trends to understand how their application can support business outcomes Seek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomes Actively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies 	Advanced
 People Management	Inspire Direction and Purpose Communicate goals, priorities and vision, and recognise achievements	<ul style="list-style-type: none"> Promote a sense of purpose, and help the team to understand the strategic direction of the organisation and the needs of customers and stakeholders Translate broad organisational strategy and goals into tangible team goals and explain the links for the team Ensure that team objectives and outcomes lead to the implementation of government priorities and create value for customers and stakeholders Work to remove barriers to achieving goals 	Adept
	Optimise Business Outcomes		Advanced





Manage people and resources effectively to achieve public value

- Engage in strategic and operational workforce planning that effectively uses organisational resources to achieve business goals
- Resolve any barriers to recruiting and retaining people of diverse cultures, backgrounds and experiences
- Encourage team members to take calculated risks to support innovation and improvement
- Align systems and processes to encourage improved performance and outcomes

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	Adept
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
 Business Enablers	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	Adept
	Project Management	Understand and apply effective planning, coordination and control methods	Adept
	Manage and Develop People	Engage and motivate staff, and develop capability and potential in others	Intermediate



Manage Reform and Change

Support, promote and champion change, and assist others to engage with change Adept