

Role Description

Director Geoscience Information



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Mining, Exploration and Geoscience/Geological Survey of NSW/Geoscience Information
Role number	50059904
Classification/Grade/Band	Senior Executive Band 1
ANZSCO Code	139912
PCAT Code	1119192
Date of Approval	01 June 2018 (updated May 2020)
Agency Website	https://www.resourcesandgeoscience.nsw.gov.au/

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.

The Division of Mining, Exploration and Geoscience (MEG) sets strategic policy for the state's mineral and energy resources, gathers, analyses and disseminates geoscientific information, and assesses and determines applications for mineral and petroleum titles for exploration activities and extractive uses.

Operating within MEG, the Geological Survey of NSW (GSNSW) is the state's oldest continually operating government agency and collects, manages, interprets and delivers geological, geophysical, geochemical and geospatial data. GSNSW provides expert geoscientific information and advice to support exploration and mining, including attracting investment into regional NSW; land use planning and natural resource management; and community awareness of the value and benefits of the NSW mineral and petroleum industries.

Primary purpose of the role

The Director Geoscience Information leads the Geoscience Information program within GSNSW, including geoscience data management and product delivery services, community outreach and education, management of the core storage facilities including the W B Clarke Geoscience Centre at Londonderry, and overall oversight of the quality control, storage, and delivery of the State's pre-competitive geoscience information. The role supports the delivery of geoscientific data to the global resource industry, other

Government agencies and the general public, assists informed land use and infrastructure planning, and supports natural resource management and conservation planning.

Key accountabilities

- Ensure a high-quality geoscience information and advisory service is provided to internal, and external clients including industry, researchers, government and the community within agreed budgets and timeframes;
- Lead the editing and production of high-quality map products, publications, information packages and, promotional products; and lead the efficient operation of the online information systems: MinView, DIGS, the Geoscientific Data Warehouse (GDW), the Geoscientific Information Gateway (GIG) and the Geoscience Product Catalogue (GPC);
- Ensure efficient and safe operation and maintenance of the core storage facilities and services at Londonderry (W B Clarke Geoscience Centre) and Broken Hill (E C Andrews Core Storage Facility). These services include drill core acceptance, transport, access and disposal in compliance with departmental policy;
- Optimise the use of new technology in the development of geoscience mapping and new geoscience information as a significant attractor for international exploration investment in NSW;
- Perform benchmarking reviews on the quality and appropriateness of the division's and program's geoscience information systems and products with other state/territory geoscience agencies in order to identify and implement new online platforms for the delivery of GSNSW's datasets and products to traditional and emerging audiences;
- Manage the allocation of program resources; develop and maintain operating policies and standards; develop and manage program business plans and budgets; and coordinate staff to ensure achievement of the Program Business Plan outcomes;
- Represent the Department on key geoinformational committees, including the Government Geologists' Information Committee; and lead community outreach and education to improve the NSW public's understanding of the state's geology and geological resources.
- Engage with other agencies within the Cluster, to promote best practice and use of resources in geospatial and geoscientific data management, visualisation and delivery;
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Key challenges

- Maintaining standards of product and information delivery, so that the Department meets the expectations of a wide range of clients (potentially with conflicting priorities) and delivers a high quality and responsive geoscience mapping and information service that competitively matches other national and international jurisdictions;
- Developing and retaining a mix of high-level technical competencies and skills in each work unit through effective training in current and emerging information management, on-line systems and mapping software technologies;
- Growing community understanding of geoscience and geological resources and their impact on the NSW economy, society and environment.

Key relationships

Who	Why
Ministerial	
Ministerial Offices	<ul style="list-style-type: none"> Provide advice and technical information in response to ministerial briefings and, in consultation with the Executive Director, provide briefings to the Office of the Minister and the Deputy Secretary
Internal	
Executive Director of Geological Survey of NSW	<ul style="list-style-type: none"> Provide high level of support on both policy and technical issues, particularly in response to requests and issues raised regarding geoscience information management and the linkage with the management and coordination of other corporate information systems
Staff and work teams	<ul style="list-style-type: none"> Inspire and motivate team, provide leadership and clear direction and build staff performance Provide information and advice about organisational objectives, policies and procedures
Other Cluster agencies	<ul style="list-style-type: none"> Collaborate and communicate to share best practice in the management, visualisation and delivery of geospatial and geoscientific data
External	
Mining industry, researchers, other stakeholders	<ul style="list-style-type: none"> Ongoing liaison and communication with clients/stakeholders, including exploration company personnel, institutional investors and data managers, other Government agencies both within and external to the Planning Cluster, contractors and software/hardware suppliers Capitalise on commercial opportunities, build a network within industry and public sector by negotiating projects, and collaborating with industry partners Maintain networks and partnerships; build capacity; and better understand different perspectives on critical issues

Role dimensions

Decision making

The Director:

- Is accountable for the management of team operations and planning to achieve the overall agreed work program;
- Has considerable autonomy and independence to determine day to day work priorities, deploy resources and allocate duties;
- Negotiates matters related to area of responsibility, and makes decisions in relation to the quality of work performed and methods and approaches for how to achieve business outcomes;
- Is fully accountable for the content, accuracy, validity and integrity of advice provided;
- Must consult with the Executive Director on major issues arising during work performed;
- Makes decisions and acts within Government sector core values, strategic plans and priorities, legislative and regulatory frameworks, delegations, and agency policy and procedural frameworks and guidelines;
- Is accountable and responsible for the effective management and use of human, financial and other resources within set budget and resource parameters.

Reporting line

Executive Director, Geological Survey of NSW

Direct reports

Direct: 6

Indirect: 22

Existing staff are located in Maitland and two regional offices — Londonderry and Orange

Budget/Expenditure

\$3.7 million consisting of consolidated revenue and New Frontiers Industry Levy funding

Key knowledge and experience

- High level practical and theoretical knowledge of geospatial data management, data processing, geoscience mapping and map production processes
- Expert standing in modern geoscience information and geospatial data management systems and geoscience on-line systems appropriate to the support of geoscience mapping and exploration activities in NSW and Australia

Essential requirements

Tertiary qualifications in geoscience and/or geospatial data management systems, in accord with acceptance as a technical expert by the Australian geoscience and exploration community

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	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> Model the highest standards of ethical and professional behaviour and reinforce their use Represent the organisation in an honest, ethical and professional way and set an example for others to follow Promote a culture of integrity and professionalism within the organisation and in dealings external to government Monitor ethical practices, standards and systems and reinforce their use Act promptly on reported breaches of legislation, policies and guidelines 	Advanced
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> Articulate complex concepts and put forward compelling arguments and rationales to all levels and types of audiences Speak in a highly articulate and influential manner State the facts and explain their implications for the organisation and key stakeholders Promote the organisation's position with authority and credibility across government, other jurisdictions and external organisations Anticipate and address key areas of interest for the audience and adapt style under pressure 	Highly 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
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> Seek and apply the expertise of key individuals to achieve organisational outcomes Drive a culture of achievement and acknowledge input from others Determine how outcomes will be measured and guide others on evaluation methods Investigate and create opportunities to enhance 	Advanced


FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
		<p>the achievement of organisational objectives</p> <ul style="list-style-type: none"> • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control business unit output to ensure government outcomes are achieved within budgets • Progress organisational priorities and ensure that resources are acquired and used effectively 	

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> Design and develop systems to establish and measure accountabilities Ensure accountabilities are exercised in line with government and business goals Exercise due diligence to ensure work health and safety risks are addressed Oversee quality assurance practices Model the highest standards of financial probity, demonstrating respect for public monies and other resources Monitor and maintain business-unit knowledge of and compliance with legislative and regulatory frameworks Incorporate sound risk management principles and strategies into business planning 	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
	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> Prepare and review project scope and business cases for projects with multiple interdependencies Access key subject-matter experts' knowledge to inform project plans and directions Design and implement effective stakeholder engagement and communications strategies for all project stages Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning Develop effective strategies to remedy variances from project plans and minimise impact Manage transitions between project stages and ensure that changes are consistent with 	Advanced

FOCUS CAPABILITIES






Capability group/sets	Capability name	Behavioural indicators	Level
		<ul style="list-style-type: none"> organisational goals Participate in governance processes such as project steering groups 	
	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> Refine roles and responsibilities over time to achieve better business outcomes Recognise talent, develop team capability and undertake succession planning Coach and mentor staff and encourage professional development and continuous learning Prioritise addressing and resolving team and individual performance issues and ensure that this approach is cascaded throughout the organisation Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives 	Advanced
	Inspire Direction and Purpose Communicate goals, priorities and vision, and recognise achievements	<ul style="list-style-type: none"> Promote a sense of purpose and enable others to understand the links between government policy, organisational goals and public value Build a shared sense of direction, clarify priorities and goals, and inspire others to achieve these Work with others to translate strategic direction into operational goals and build a shared understanding of the link between these and core business outcomes Create opportunities for recognising and celebrating high performance at the individual and team level Instil confidence, and cultivate an attitude of openness and curiosity in tackling future challenges 	Advanced

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	Advanced
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Advanced
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Advanced
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Advanced
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
 People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Adept