

Role Description

Project Officer Asset Data



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Group/Division/Branch	Public Works Advisory and Regional Development
Role number	TBA
Classification/Grade/Band	Grade 7/8
Role Family <i>(internal use only)</i>	Bespoke/Projects and Programs/Deliver
ANZSCO Code	599599
PCAT Code	1119192
Date of Approval	6 November 2020
Agency Website	www.drnsw.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.

Public Works Advisory (PWA) is part of the Department of Regional NSW. PWA supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, delivery and support services. We bridge the gap between the government and the private sector, helping clients to maximise value, optimise costs and manage risks in their infrastructure programs and the lifecycle management of their assets.

Primary purpose of the role

The Project Officer Asset Data undertakes and assists with managing the quality and delivery of one or more assigned asset data projects ranging from small to large in size and complexity for state government clients and external clients as required.

This role assigns and undertakes drafting and database tasks and reviews the interpretation of field data to capture and ensure compliance with the clients' standards and quality expectations. The role also monitors project inputs and outputs and liaises with external clients to deliver asset data packages in accordance with time, cost and quality targets.

Key accountabilities

- Facilitate input from team members and other stakeholders and contribute to the planning and delivery of assigned asset data projects, of varying complexity, to deliver tasks and achieve client satisfaction targets by providing excellent client services.
- Assign works tasks and responsibilities to project team members as part of the asset data project workflow and advise the Team Leader of cost budgets for tasks assigned to contribute to business unit performance.
- Deliver tasks assigned by the Business Unit Manager in accordance with cost budgets and contribute to the planning and/or delivery of large, complex asset data projects in the capacity as team member.
- Prepare fee proposals for new asset data projects to contribute to business development within one's own team and the overall business unit.
- Identify opportunities for process improvement and propose new approaches for consideration by the Business Unit Manager to contribute to improved business performance.
- Identify the learning and development needs of self and team members and facilitate appropriate action to contribute to the ongoing professional excellence of the regional and the continuous professional development of the team.
- Develop and maintain strong working relationships with clients by gaining a thorough understanding of client perspectives, technical and business requirements and using effective communication and liaison skills to provide advice regarding relevant projects, products and services.

Key challenges

- Achieving client and business unit objectives given that strict time, cost and quality parameters apply when managing multiple projects and delivering project components.
- Identifying and communicating project delivery tasks, including timing and quality, to the business unit manager and the client as appropriate.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Provide sound advice and guidance on technical issues related to asset data collection, data processing and delivery. • Participate in discussions and decisions regarding business development opportunities
Work Team	<ul style="list-style-type: none"> • Inspire and motivate team, provide direction and manage performance • Support team members and work collaboratively to contribute to achieve business outcomes. • Participate in meetings to share information and provide input on issues
External	
Customers/Stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication to ensure stakeholders are well informed. • Contribute to a client-focused approach to service delivery
Vendors/Service Providers	<ul style="list-style-type: none"> • Manage contracts and monitor provision of service to ensure compliance with contracts and service arrangements

Who	Why
Industry professionals/consultants	<ul style="list-style-type: none"> • Seek/maintain specialist knowledge/advice and collaborate on and keep up to date with industry best practice. • Participate in forums, groups to represent the agency and share information

Role dimensions

Decision making

The Project Officer (Asset Data) has a high level of autonomy in the delivery of the asset data program and makes day to day decisions in relation to prioritising activities. The business unit manager may be consulted for approval regarding expenditure and engagement of contract resources. On specialised technical matters, the Project Officer is required to research all relevant standards and requirements and make expert and informed recommendations upon which higher lever decisions can be made.

Reporting line

This role reports to the CAD & Spatial Manager

Direct reports

This role has no direct reports but will assign tasks to other team members as part of the overall project delivery/workflow and liaise with other support roles.

Budget/Expenditure

The revenue targets for this role are set on an annual basis and will form part of the role's Performance and Development Plans.

Key knowledge and experience

- Well-developed knowledge and understanding of CAD and database systems

Essential requirements

- Appropriate tertiary qualifications and/or equivalent relevant working experience in asset data delivery, CAD drafting and some project management experience.
- A valid NSW Driver's Licence and willingness to drive to undertake field data collection within the Sydney Metropolitan area from time to time
- Employment screening checks, security or other clearances and health assessments.

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
 <p>Personal Attributes</p>	<p>Manage Self</p> <p>Show drive and motivation, an ability to self-reflect and a commitment to learning</p>	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth, and develop and apply new skills Seek feedback from colleagues and stakeholders Stay motivated when tasks become difficult 	Intermediate
 <p>Relationships</p>	<p>Communicate Effectively</p> <p>Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> Present with credibility, engage diverse audiences and test levels of understanding Translate technical and complex information clearly and concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Contribute to and promote information sharing across the organisation Manage complex communications that involve understanding and responding to multiple and divergent viewpoints Explore creative ways to engage diverse audiences and communicate information Adjust style and approach to optimise outcomes Write fluently and persuasively in plain English and in a range of styles and formats 	Adept
 <p>Results</p>	<p>Deliver Results</p> <p>Achieve results through the efficient use of resources and a commitment to quality outcomes</p>	<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 Ensure that the financial implications of changed priorities are explicit and budgeted for 	Adept



Procurement and Contract Management

Understand and apply procurement processes to ensure effective purchasing and contract performance

- Apply legal, policy and organisational guidelines and procedures relating to procurement and contract management
- Develop well-written, well-structured procurement documentation that clearly sets out the business requirements
- Monitor procurement and contract management processes to ensure they are open, transparent and competitive
- Be aware of procurement and contract management risks, and actions to manage or mitigate risk in monitoring contract performance
- Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles
- Escalate procurement and contract management issues, where required

Adept



Manage and Develop People

Engage and motivate staff, and develop capability and potential in others

- Collaborate to set clear performance standards and deadlines in line with established performance development frameworks
- Look for ways to develop team capability and recognise and develop individual potential
- Be constructive and build on strengths by giving timely and actionable feedback
- Identify and act on opportunities to provide coaching and mentoring
- Recognise performance issues that need to be addressed and work towards resolving issues
- Effectively support and manage team members who are working flexibly and in various locations
- Create a safe environment where team members' diverse backgrounds and cultures are considered and respected
- Consider feedback on own management style and reflect on potential areas to improve






Intermediate

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	Intermediate
	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	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Adept
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Foundational
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational