

Role Description

Senior Water Strategy Officer



Planning,
Industry &
Environment

Cluster	Planning, Industry & Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Water / Regional Water Strategy
Location	Various Locations
Classification/Grade/Band	Clerk Grade 9-10
Role Family	Bespoke/Projects and Programs/Deliver
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	January 2019 (updated July 2019)
Agency Website	https://www.dpie.nsw.gov.au

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.

Primary purpose of the role

Coordinates a range of complex analytic and research activities and projects to provide sound and reliable input 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

- Provide informed advice and technical services to support the development, negotiation and resolution of regional water strategies
- Analyse priority issues, initiate research and consultation activities and prepare recommendations to inform the development of strategic options, policies and plans to improve water security and service provision
- Develop and implement strategies for community consultation/communication to support engagement activities
- Lead and manage projects to develop, assess, and prioritise water solutions including infrastructure, policy or planning issues
- Prepare advice in the form of briefs, policy and discussion papers on key water strategy issues to respond to Ministerial, Cabinet or Departmental requests
- Provide input to discussions to facilitate the understanding of water strategy matters, infrastructure, policies and planning solutions

- Establish and fosters productive information networks that enables the coordination and implementation of consultation activities
- Prepare a range of communications materials and consultation activities to support the water strategy development and implementation process

Key challenges

- Provide considered, data driven strategy advice within short timeframes to key internal and external stakeholders
- Effectively contributing to consultations, negotiations and cross-sector partnership arrangements on sensitive water management arrangements
- Maintaining knowledge of contemporary trends and developments in approaches to strategic water management and implications for market and investment aspects of regional strategies

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Receive direction and guidance and provide feedback on work prioritisation and delivery. • Escalate issues, keep informed, advise and receive instructions
Team	<ul style="list-style-type: none"> • Transfer knowledge, in particular to less experienced team members. • Develop and maintain effective working relationships and open channels of communication.
Other Staff across the Division	<ul style="list-style-type: none"> • Coordinate working groups to develop and implement water strategies, including to create policy and procedure relating to long-term water strategic planning • Participate in cross agency teams to identify, discuss and resolve issues • Share information • Work with other units and branches to develop agreed positions relating to water strategies
External	
Other NSW and Commonwealth Government agencies	<ul style="list-style-type: none"> • Provide technical input to water management issues • Promote effective interagency liaison regarding water management plans and reforms; discuss issues and strategies
Water service providers and other stakeholders such as peak industry bodies and major industry sector representatives	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication to ensure collation of relevant information and research for development and implementation of regional water strategies. • Convene as required working groups at the regional level to develop and implement regional water strategies, keep informed and work toward agreed positions with respect to water security investment decisions. • Liaise to develop consensus during development and implementation of water strategies; contribute to communication products

Role dimensions

Decision making

- Accountable for the development of strategy and advice to inform the development of actions and options for regional strategies
- Manage the delivery of delivery of strategy development and implementation projects under the guidance of the Manager
- Refers to the Manager decisions that require significant change to project outcomes or timeframes; or likely to escalate or create substantial or contentious precedent' require a higher administrative or financial delegation

Reporting line

Manager Regional Strategies

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Extensive experience in water related areas such as water planning, natural resource management, environmental science, aquatic ecology, geomorphology, civil/environmental engineering and hydrology.
- Understanding of the State and Commonwealth Government's water reform agendas, and legislative and policy requirements regarding water strategy and planning.





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

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

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	<ul style="list-style-type: none"> • 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	Adept	<ul style="list-style-type: none"> • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate a high level of personal motivation
		<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learnt across teams/units Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> Research and analyse information, identify interrelationships and make recommendations based on relevant evidence Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> Take responsibility and be accountable for own actions Understand delegations and act within authority levels Identify and follow safe work practices, and be vigilant about their application by self and others Be alert to risks that might impact the completion of an activity and escalate these when identified Use financial and other resources responsibly
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> Prepare clear project proposals and define scope and goals in measurable terms Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements Prepare accurate estimates of costs and resources required for more complex projects Communicate the project strategy and its expected benefits to others Monitor the completion of project milestones against goals and initiate amendments where necessary

NSW Public Sector Capability Framework

Group and Capability

Level

Behavioural Indicators

- Evaluate progress and identify improvements to inform future projects