

Role Description

Water Quality Officer



Planning,
Industry &
Environment

| | |
|---------------------------|---|
| Cluster | Planning, Industry & Environment |
| Agency | Department of Planning, Industry & Environment |
| Division/Branch/Unit | Water / Policy, Planning & Science / Water Science |
| Location | Negotiable |
| Classification/Grade/Band | DPO 2-3 |
| Role Number | 51025347 |
| ANZSCO Code | 234411 |
| PCAT Code | 1119192 |
| Date of Approval | September 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

Provide technical expertise in water quality evaluation and reporting to provide reliable, accurate and timely information to inform the NSW Government's water reform and water policy agendas.

Key accountabilities

- Review and analyse water testing results and information to contribute specialist expertise in water quality management to inform water reform, strategies and policy agendas
- Undertake water quality assessment and reporting to deliver timely and effective outcomes in natural resource management
- Prepare technical reports on water quality management and contribute to providing high level advice to support natural resource management policies and agendas
- Develop and review appropriate standards and best practice in water quality management, evaluation and reporting that markets the Government for the quality of its services and information
- Conduct information, training and briefing sessions for staff and clients to foster effective stakeholder partnerships and support integrated natural resource management

Key challenges

- Collaborating with external providers to maintain the flow of information and engage and report to stakeholders with a range of interests given changing technical, policy and scientific developments

- Maintaining a good knowledge of the priorities and strategic directions of Government for water reform and planning.

Key relationships

| Who | Why |
|---|---|
| Internal | |
| Manager Water Science | <ul style="list-style-type: none"> • Receive guidance and direction and provide advice on water quality reporting issues |
| Team | <ul style="list-style-type: none"> • Share information, contribute to discussions to identify and resolve issues |
| External | |
| Water NSW | <ul style="list-style-type: none"> • Promote effective interagency liaison regarding water management issues |
| Murray Darling Basin Authority, other government agencies | <ul style="list-style-type: none"> • Provide technical input to water quality management issues • Promote effective interagency liaison regarding natural resource management |
| Industry stakeholders, community groups and other non-government stakeholders | <ul style="list-style-type: none"> • Manage effective customer relationships and ensure customers have a positive experience in relation to their needs |

Role dimensions

Decision making

The role:

- Independently plans and sets priorities for work to be completed within agreed work and project plans.
- Recommends changes to work procedures and operating processes and systems.

Reporting line

Manager Water Science

Direct reports

Nil

Budget/Expenditure

TBA

Essential requirements

- Degree level qualifications in Engineering, Natural Resources, Environmental Science or a related discipline.

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 | Intermediate |
| | Manage Self | Intermediate |
| | Value Diversity | Foundational |
|  Relationships | Communicate Effectively | Adept |
| | Commit to Customer Service | Intermediate |
| | Work Collaboratively | Intermediate |
| | Influence and Negotiate | Intermediate |
|  Results | Deliver Results | Intermediate |
| | Plan and Prioritise | Foundational |
| | Think and Solve Problems | Adept |
| | Demonstrate Accountability | Adept |
|  Business Enablers | Finance | Foundational |
| | Technology | Intermediate |
| | Procurement and Contract Management | Foundational |
| | Project Management | Intermediate |

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 | Intermediate | <ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with |

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|--|--------------|--|
| | | <ul style="list-style-type: none"> legislation, rules, policies, guidelines and codes of conduct Recognise and report misconduct, illegal or inappropriate behaviour Report and manage apparent conflicts of interest |
| Relationships Communicate Effectively | Adept | <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 Commit to Customer Service | Intermediate | <ul style="list-style-type: none"> Support a culture of quality customer service in the organisation Demonstrate a thorough knowledge of the services provided and relay to customers Identify and respond quickly to customer needs Consider customer service requirements and develop solutions to meet needs Resolve complex customer issues and needs Co-operate across work areas to improve outcomes for customers |
| 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 options 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 | Adept | <ul style="list-style-type: none"> Take responsibility for own actions Be aware of delegations and act within authority levels Be aware of team goals and their impact on work tasks Follow safe work practices and take reasonable care of own and others health and safety Escalate issues when these are identified |
| Business Enablers Project Management | Intermediate | <ul style="list-style-type: none"> Perform basic research and analysis which others will use to inform project directions Understand project goals, steps to be undertaken and expected outcomes Prepare accurate documentation to support cost or resource estimates Participate and contribute to reviews of progress, outcomes and future improvements Identify and escalate any possible variance from project plans |