

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
	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
	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