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| **Cluster** | Planning, Industry and Environment |
| **Agency** | Department of Planning, Industry and Environment |
| **Division/Branch/Unit** | Water |
| **Location** | Parramatta |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **Role Number** | 50045351 |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1227292 |
| **Date of Approval** | June 2017 (updated September 2021) |
| **Agency Website** | www.dpie.nsw.gov.au |

Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

The Water Group leads the NSW Government in providing confidence to communities and stakeholders with the transparent stewardship of water resources, provision of services and reforms that support sustainable and healthy environments, economies and societies across NSW.

Primary purpose of the role

Manages aspects of the development, implementation, evaluation and review of water policy and regulation, to meet planning, policy and regulatory objectives. The role also contributes to strategies to guide Government decision making by collaborating with government agencies to provide expert advice to Manager and the Director.

# Key accountabilities

* Provide high quality, evidence based and timely advice on policy and regulation to the Manager.
* Research, plan and deliver projects to agreed standard and timeframes, setting priorities, and monitoring and reporting the progress of own commitments.
* Ensure that the provision of water policy, regulation analysis and advice complies with best practice guidelines, integrates relevant input from sources internal and external to the Department through effective consultation, and considers the broader policy and operating environment.
* Represent the Department effectively and appropriately and maintain productive relationships with key agency and industry stakeholders.
* Prepare ministerial briefings, correspondence, responses to parliamentary questions, speeches and discussion papers.
* Liaise and negotiate with agencies and stakeholders to support the delivery of policy and other relevant activities.

Key challenges

* Dealing with a diverse range of planning and policy issues, in order to recommend practical solutions, often within limited timeframes with rapidly changing priorities, conflicting perspectives and strict timeframes.
* Exercising judgement in a context of rapidly changing priorities and conflicting perspectives.
* Representing the Department and exercising critical judgement when dealing with stakeholders, internal and external to government, on a range of water issues.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Seek review and approval of documentation prepared and of task requirements * Provide regular updates, instructions and guidance on key projects, issues and priorities * Provide leadership on select water policy, planning and regulatory issues * Consult on areas that impact water |
| Director | * Receive instructions and guidance * Provide regular updates on key project, issues and priorities |
| Team members | * Collaborate on policy and regulatory activities * Share information, review work and collaborate on projects |
| **External** |  |
| State Government Agencies | * Work collaboratively to identify and resolve issues and opportunities that impact water policy |
| Industry Stakeholders | * Keep informed of progress of key projects and policies provide expert advice * Consider and understand needs of key industry stakeholders * Engage, consult and negotiate |

# Role dimensions

## Decision making

* Accountable for delivering work assignments and projects on time and to expectations of quality, deliverables and outcomes.
* Refers to the relevant project manager any decisions that require significant change to project outcomes or timeframes, are likely to escalate or create substantial or contentious precedent, require a higher administrative or financial delegation or submission to a higher level of management.
* Procures consultants and ensures that the projects are delivered as specified, on time and within budget.
* Submits reports, analyses, briefings and other forms of written advice in draft form for review by the Manager, with minimal input required from the Manager.

## Reporting line

Manager

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* Understanding of the processes of government, legislation and policy development

Essential requirements

* Relevant tertiary qualifications and/or demonstrated knowledge/experience in strategic planning, policy development, regulatory review or socio-economic analysis.

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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** |
|  | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | | Represent the organisation in an honest, ethical and professional way  Support a culture of integrity and professionalism  Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct  Recognise and report misconduct and illegal and inappropriate behaviour  Report and manage apparent conflicts of interest and encourage others to do so | Intermediate |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Tailor communication to diverse audiences  Clearly explain complex concepts and arguments to individuals and groups  Create opportunities for others to be heard, listen attentively and encourage them to express their views  Share information across teams and units to enable informed decision making  Write fluently in plain English and in a range of styles and formats  Use contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| **Work Collaboratively**  Collaborate with others and value their contribution | | Encourage a culture that recognises the value of collaboration  Build cooperation and overcome barriers to information sharing and communication across teams and units  Share lessons learned across teams and units  Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work  Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |
|  | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence  Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience  Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience  Seek contributions and ideas from people with diverse backgrounds and experience  Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness  Identify and share business process improvements to enhance effectiveness | Adept |
| **Demonstrate Accountability**  Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | | Be proactive in taking responsibility and being accountable for own actions  Understand delegations and act within authority levels  Identify and follow safe work practices, and be vigilant about own and others’ application of these practices  Be aware of risks and act on or escalate risks, as appropriate  Use financial and other resources responsibly | Intermediate |
|  | **Project Management**  Understand and apply effective planning, coordination and control methods | | Understand all components of the project management process, including the need to consider change management to realise business benefits  Prepare clear project proposals and accurate estimates of required costs and resources  Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements  Identify and evaluate risks associated with the project and develop mitigation strategies  Identify and consult stakeholders to inform the project strategy  Communicate the project’s objectives and its expected benefits  Monitor the completion of project milestones against goals and take necessary action  Evaluate progress and identify improvements to inform future projects | Adept |

# 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** |
|  | Display Resilience and Courage | | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| 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 | Intermediate |
|  | Commit to Customer Service | | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Adept |
|  | Deliver Results | | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| Plan and Prioritise | | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
|  | 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 | Adept |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |