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| **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 | * Receive direction and guidance and provide feedback on work prioritisation and delivery. * Escalate issues, keep informed, advise and receive instructions |
| Team | * 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 | * 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 | * 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 | * 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](http://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** | **Adept** |
| **Manage Self** | **Adept** |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Adept** |
| Commit to Customer Service | Intermediate |
| **Work Collaboratively** | **Adept** |
| Influence and Negotiate | Advanced |
|  | Deliver Results | Intermediate |
| Plan and Prioritise | Adept |
| **Think and Solve Problems** | **Adept** |
| **Demonstrate Accountability** | **Intermediate** |
|  | 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 | 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 | Look for and take advantage of opportunities to learn new skills and develop strengths  Show commitment to achieving challenging goals  Examine and reflect on own performance  Seek and respond positively to constructive feedback and guidance  Demonstrate a high level of personal motivation |
| **Relationships**  Communicate Effectively | Adept | 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 | 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 | 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 | 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 | 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  Evaluate progress and identify improvements to inform future projects |