

# Role Description

## Senior Surveyor

Cluster	Transport for NSW
Agency	Roads and Maritime Services
Division/ Branch/ Unit	Technical and Project Services/Engineering Services
Location	Various
Classification/ Grade/ Band	USS10
Role Number	Various
ANZSCO Code	232212
PCAT Code	1119192
Date of Approval	27-Mar-18
Agency Website	<a href="http://www.rms.nsw.gov.au/">http://www.rms.nsw.gov.au/</a>

### Agency overview

Roads & Maritime Services (RMS) was formed on 1 November 2011 with key accountabilities:

- Delivery of new roads and maritime infrastructure to optimise safety and effective & efficient use
- Effective & efficient traffic management and use of the road and maritime network
- Execution of road and maritime safety policies and regulations
- Maintenance of the road and maritime infrastructure to optimise safety, traffic management and asset life

RMS is part of a new integrated transport authority led by Transport for NSW (TfNSW) that aims to create a better transport system, one that is fundamentally designed around the needs and expectations of customers, communities and the economy.

The other delivery focused Transport Agencies include Sydney Trains, NSW Trains and the State Transit Authority. The Private Transport Operators include Private Ferry operators and Private Bus operators.

### Primary purpose of the role

The Senior Surveyor works in one of the Survey Units within the Surveying discipline of Engineering Services in RMS and must support their Manager in the development and deployment of survey capability and expertise, required to manage current and future technical risk on road and maritime infrastructure projects. The position must assist with the development and maintenance of RMS surveying capability, with the management of technical risk in projects and must work with the Manager and the Director Surveying in building the reputation of RMS with industry as both an informed purchaser and a provider of professional surveying services, products and expert advice.

The Senior Surveyor develops and implements best practice procedures and guidelines and manages surveying resources using both internal staff and private industry, in order to minimize current and future RMS risk associated with surveying activities.

## Key accountabilities

- Contribute to professional service delivery, through contract management, administration and auditing of professional service providers, and assisting the Manager in resource allocation by liaising with colleagues, stakeholders and available surveying resources.
- Contribute to the provision of surveying solutions, by ensuring that products and services meet time, cost and quality requirements and comply with WHS and environmental legislation, regulatory and statutory survey requirements, and by liaising with clients, project teams, stakeholders, contractors and professional service providers.
- Contribute to sound decision making for project development and progression by advising project managers on control, collection, interpretation, presentation and application of surveying and spatial information.
- Support the Manager in leading, developing, mentoring, motivating, and continuously improving a team of technical staff and cross functional team members by: aligning personal development opportunities to RMS business objectives.
- Manage the research, development, evaluation, review and implementation of current and emerging surveying technologies, to ensure the survey discipline remains at the forefront of technical excellence.
- Contribute to the development of and surveying discipline's capability to support innovation and improvement by regularly reviewing management systems, specifications, policies, procedures, work methods, and industry/staff development to incorporate emerging technologies.
- Contribute to RMS' reputation as a technical leader in road infrastructure surveying by: acting as an expert and mentor in specialist areas, skills transfer to government and industry, and by developing and maintaining constructive and collaborative relationships with internal and external stakeholders.
- Contribute to third party quality accreditation by maintaining Unit records, databases and documentation.

### SPECIFICALLY THIS POSITION MAY ALSO BE ACCOUNTABLE FOR ANY ONE OR MORE OF THE FOLLOWING:

- Certify the accuracy and precision of measurements, through calibration and the implementation of best practice, to minimise risk in legal challenges to RMS where measurement is a critical factor. This position may also be an RMS expert witness in measurement validation.
- Lead compliance by training and auditing survey resources in regard to management systems, environmental and Work Health & Safety legislation to ensure best practice and minimise risk to personnel and the RMS works program and to mitigate financial penalties.
- Manage the delivery of property acquisition surveys, by engaging and training both internal and external resources, to ensure both best practice and compliance with relevant legislation and in order to minimise risk on RMS development and infrastructure projects.
- Manage the delivery of private infrastructure lease area surveys and property disposal surveys, by engaging both internal and external resources and ensure both best practice and compliance with relevant legislation in order to minimise delay in the private infrastructure lease and property disposal programs.
- Manage the audit and lodgement of property survey plans to ensure compliance with relevant legislation in order to minimise risk on RMS development and infrastructure projects and to minimise delay in the property acquisition and disposal programs.
- Manage the delivery of utility location surveys, by engaging both internal and external resources and ensure both best practice and compliance with relevant legislation in order to minimise risk on RMS development projects.

- Champion technology transfer in utility locations between RMS and industry by developing and implementing best practice and training industry in RMS work practices, policies, procedures and Australian Standard AS 5488.
- Manage the delivery of geospatial products and services, by engaging both internal and external resources and ensure both best practice and compliance with relevant legislation in order to minimise risk on RMS development projects.
- Manage the delivery of engineering and construction surveys by engaging both internal and external resources and ensure both best practice and compliance with relevant legislation in order to minimise risk on RMS development projects.
- Manage the delivery of precise monitoring of structures and features by engaging both internal and external resources and ensure both best practice and compliance with relevant legislation in order to minimise risk on RMS development projects.
- Manage the delivery of complex control survey networks by engaging both internal and external resources and ensure both best practice and compliance with relevant legislation and standards in order to minimise risk on RMS development projects. The role also liaises with relevant authorities
- Manage the technical and legislative risk on RMS projects related to the preservation of the state survey control and cadastral infrastructure as per the requirements of relevant legislation and RMS processes through: process improvement, provision of technical advice and services, and liaison with internal and external stakeholders.

## Key challenges

- Managing a large volume and variety of work, priorities, interests and deadlines, under conditions of resource restraints and limited funds while responding to "on demand" obligations that may impact on scheduled workload, and TfNSW and RMS programs.
- Championing Surveying as a critical activity which has the potential to significantly impact on the delivery of RMS and TfNSW projects, and resolving conflicts which can involve negotiations with landowners, surveyors, managers and engineers.
- Develop and maintain relationships with the broader surveying discipline including private industry, software and hardware providers, government agencies and interstate road and maritime agencies.
- Ensure that relevant, timely and accurate advice is provided to colleagues, project managers, Unit Managers and the Principal Surveyor by; keeping abreast of current and emerging best practice, changes in legislation, and technology that affect survey operations; and establishing relevant surveying policy and standards to meet these challenges.

## Key relationships

Relationships with both internal (within the department/agency) and external (outside the department/agency) stakeholders should be included where relevant. All roles require interaction with internal stakeholders, however some roles may not interact with external stakeholders.

Who	Why
<b>Internal</b>	
Survey Staff and Management	<ul style="list-style-type: none"> <li>• Collaborate and share information</li> </ul>
Director Surveying	<ul style="list-style-type: none"> <li>• Take guidance</li> </ul>
Engineering Services Manager	<ul style="list-style-type: none"> <li>• Take guidance</li> </ul>
Manager Technical Contracts	<ul style="list-style-type: none"> <li>• Take guidance</li> </ul>

Who	Why
Project Managers	<ul style="list-style-type: none"> <li>Collaborate on project delivery</li> </ul>
<b>External</b>	
Transport for NSW and other NSW government agencies and departments	<ul style="list-style-type: none"> <li>Collaborate and share information</li> </ul>
Other State road authorities	<ul style="list-style-type: none"> <li>Build relationship</li> </ul>
Contractors/consultants and industry partners to RMS/TfNSW	<ul style="list-style-type: none"> <li>Collaborate and share information</li> </ul>
Peak Industry Bodies and Professional Associations, Surveyors (other government and private sector)	<ul style="list-style-type: none"> <li>Keep abreast of latest trends in the discipline.</li> </ul>

## Role dimensions

### Decision making

As per delegation

### Reporting line

Survey Manager

### Direct reports

Varies

### Budget/Expenditure

Nil

## Essential requirements

- Diploma qualification or equivalent in surveying, except for the following positions for which Registration as a Land Surveyor under the Surveying & Spatial Information Act, 2002 is required:
  - Senior Surveyor Measurement Certification
  - Senior Surveyor Acquisitions
  - Senior Surveyor Private Infrastructure & Disposals
  - Senior Surveyor Cadastral Integrity & Plan Lodgements
  - Senior Surveyor Survey Integrity
  - Senior Surveyor Cadastral Surveys (Regions)
- Proven experience in surveying and associated technologies, the provision of surveying technical advice, the application of relevant legislation related to surveying practices and procedures and with the management of technical risk in infrastructure projects.
- Demonstrated experience in the development, implementation and management of professional services contracts and support in a variable environment involving private sector partnerships and industry contestability.

- Proven experience in the coordinated development and application of operational systems, policies and procedures related to surveying.
- Demonstrated experience in the development of innovative solutions to complex technical problems and in development of process and system improvements, to support best practice and drive commercial change in the provision of RMS survey and overall engineering services
- Must possess a current motor vehicle driver licence.
- Willingness work outside normal working hours or to travel interstate on occasion






## 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
 <b>Personal Attributes</b>	Display Resilience and Courage	Adept
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Adept
	Value Diversity	Intermediate
 <b>Relationships</b>	<b>Communicate Effectively</b>	<b>Advanced</b>
	Commit to Customer Service	Adept
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Adept
 <b>Results</b>	Deliver Results	Intermediate
	<b>Plan and Prioritise</b>	<b>Adept</b>
	<b>Think and Solve Problems</b>	<b>Adept</b>
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
 <b>Business Enablers</b>	Finance	Intermediate
	<b>Technology</b>	<b>Advanced</b>
	Procurement and Contract Management	Adept
	Project Management	Intermediate
 <b>People Management</b>	<b>Manage and Develop People</b>	<b>Adept</b>
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	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
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>Set an example for others to follow and identify and explain ethical issues</li> <li>Ensure that others understand the legislation and policy framework within which they operate</li> <li>Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b> Communicate Effectively	Advanced	<ul style="list-style-type: none"> <li>Present with credibility, engage varied audiences and test levels of understanding</li> <li>Translate technical and complex information concisely for diverse audiences</li> <li>Create opportunities for others to contribute to discussion and debate</li> <li>Actively listen and encourage others to contribute inputs</li> <li>Adjust style and approach to optimise outcomes</li> <li>Write fluently and persuasively in a range of styles and formats</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>Encourage a culture of recognising the value of collaboration</li> <li>Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>Share lessons learned across teams/units</li> <li>Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>Take into account future aims and goals of the team/unit and organisation when prioritizing own and others' work Initiate, prioritise, consult on and develop team/unit goals, strategies and plans</li> <li>Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses</li> <li>Ensure current work plans and activities support and are consistent with organizational change initiatives</li> <li>Evaluate achievements and adjust future plans accordingly</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options</li> <li>Participate in and contribute to team/unit initiatives to resolve</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness
<b>Results</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>• Take responsibility and be accountable for own actions</li> <li>• Understand delegations and act within authority levels</li> <li>• Identify and follow safe work practices, and be vigilant about their application by self and others</li> <li>• Be alert to risks that might impact the completion of an activity and escalate these when identified</li> <li>• Use financial and other resources responsibly</li> </ul>
<b>Business Enablers</b> Technology	Advanced	<ul style="list-style-type: none"> <li>• Show commitment to the use of existing and deployment of appropriate new technologies in the workplace</li> <li>• Implement appropriate controls to ensure compliance with information and communications security and use policies</li> <li>• Maintain a level of currency regarding emerging technologies and how they might be applied to support business outcomes</li> <li>• Seek advice from appropriate technical experts to leverage information, communication and other technologies to achieve business outcomes</li> <li>• Implement and monitor appropriate records, information and knowledge management systems protocols and policies</li> </ul>
<b>People Management</b> Manage and Develop People	Adept	<ul style="list-style-type: none"> <li>• Define and clearly communicate roles and responsibilities to achieve team/unit outcomes</li> <li>• Negotiate clear performance standards and monitor progress</li> <li>• Develop team/unit plans that take into account team capability, strengths and opportunities for development</li> <li>• Provide regular constructive feedback to build on strengths and achieve results</li> <li>• Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way</li> <li>• Monitor and report on performance of team in line with established performance development frameworks</li> </ul>