

Role Description

Project Officer (Spatial)



Regional
NSW

Cluster	Department of Regional New South Wales
Division/Branch/Unit	Public Works Advisory and Regional Development
Role number	35303
Location	
Classification/Grade/Band	Clerk Grade 3/4
ANZSCO Code	
PCAT Code	
Date of Approval	October 2021
Agency Website	nsw.gov.au/regionalnsw

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

Public Works Advisory (PWA) is part of the Department of Regional NSW and supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, design, delivery and support services. There's nothing abstract about what we do. Just look around. Our work is in the hospitals, dams, water treatment plants and high schools – the real foundations of prosperous communities. Every day we help shape the ambitious projects that bring progress to more people in NSW. From forging a more sustainable relationship with the land around us, to engineering the big ideas of the future. In every challenge we see the chance to build stronger and more connected communities. We do this by developing solutions that show creativity and grassroots ingenuity, providing impartial advice and support at all levels of government and the private sector, and partnering with experts to maximise the benefits of our knowledge and experience.

In PWA offices all over the state, you'll find local expertise for local issues. We uncover the best talent, scrutinise cost and risk, and bridge the gap between private sector and government. By managing these nuances, projects we work on don't just get done, they become benchmarks others aspire to.

Primary purpose of the role

Prepare various GIS and CAD products relating to land survey, asset data and other government infrastructure projects to meet client deliverables.

Undertake field data collection on a range of built assets for the purpose of maintaining current spatial information systems and asset databases as part of client project/s delivery.

Key accountabilities

- Deliver a range of GIS/CAD products and undertake field data capture for assigned projects.
- Develop and maintain a sound capability in modern CAD, GIS and other spatial information systems.
- Maintain knowledge and understanding of current and future industry trends and practices.
- Contribute to team meetings and work collaboratively to balance priorities and deliver high quality products.
- Deliver tasks assigned by the team leader in accordance with cost budgets and contribute to the planning and/or delivery of large, complex projects in the capacity as team member.
- Identify opportunities for process improvement and propose new approaches for consideration by the team leader to contribute to improved business performance.
- Contribute to providing technical advice to clients, senior management and project managers and maintain strong working relationships with clients and industry stakeholders.

Key challenges

- Achieving client and business unit objectives given that strict time, cost and quality parameters apply when managing multiple projects and delivering project components.
- Identifying and communicating project delivery risks, including timing and quality, to the team leader and the client as appropriate.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Provide sound advice and guidance on technical issues related to data collection and delivery of spatial products Participate in discussions regarding business development opportunities Escalate issues, keep informed, advise, receive guidance and instructions.
Work Team	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication to ensure stakeholders are well informed Contribute to a client-focused approach to service delivery
External	
Customers/ Stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication to ensure stakeholders are well informed Contribute to a client-focused approach to service delivery
Industry professionals/ consultants	<ul style="list-style-type: none"> • Seek/maintain specialist knowledge/advice and collaborate on and keep up to date with industry best practice Participate in forums, groups to represent the agency and share information

Role dimensions

Decision making

This role makes day to day decisions in relation to prioritising activities with guidance from senior staff. All project related activities are dealt with in accordance with delegated authorities. Decisions affecting the delivery of targets set for projects require consultation with senior staff/Manager.

On specialised technical matters the Project Officer is required to research all relevant standards and requirements and make informed recommendations to senior staff for consideration.

Reporting line

This role reports to the CAD and Spatial Manager

Direct reports

Nil

Budget/Expenditure

The revenue targets for this role are set on an annual basis and will form part of the roles Performance and Development Plans

Essential requirements

- Appropriate tertiary qualifications and/or equivalent relevant working experience in spatial industry.
- Ability to work autonomously
- Current NSW Driver's licence and willingness to drive on a regular basis which will include overnight stays.
- Employment screening checks, security or other clearances and health assessments.

Capabilities for the role

The [NSW public sector 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





 Personal Attributes	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth, and develop and apply new skills Seek feedback from colleagues and stakeholders Stay motivated when tasks become difficult 	Intermediate
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> Focus on key points and speak in plain English Clearly explain and present ideas and arguments Listen to others to gain an understanding and ask appropriate, respectful questions Promote the use of inclusive language and assist others to adjust where necessary Monitor own and others' non-verbal cues and adapt where necessary Write and prepare material that is well structured and easy to follow Communicate routine technical information clearly 	Intermediate
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> Seek and apply specialist advice when required Complete work tasks within set budgets, timeframes and standards Take the initiative to progress and deliver own work and that of the team or unit Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals Identify any barriers to achieving results and resolve these where possible Proactively change or adjust plans when needed 	Intermediate
 Business Enablers	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks Use available technology to improve individual performance and effectiveness Make effective use of records, information and knowledge management functions and systems Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies 	Intermediate

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
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate