

Role Description

Registered Surveyor



Planning,
Industry &
Environment

Cluster	Planning, Industry & Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Housing & Property/Crown Lands/Customer and Business Services
Location	Various
Classification/Grade/Band	Departmental Officer Grade 7/8
Role Family	Bespoke/ Science Technician/ Deliver
ANZSCO Code	232212
PCAT Code	1119192
Date of Approval	October 2014 (updated July 2019)
Agency Website	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

The Registered Surveyor provides professional survey advice and support service for Crown land and land adjoining Crown land to achieve government priorities in the management of Crown land.

Key accountabilities

- Identify opportunities for the development of Crown land and undertake surveys and survey investigations under instruction from the Senior Registered Surveyor
- Provide professional advice on statutory survey and titling matters and other Crown land issues
- Assist in the coordination of Aboriginal land claim survey programs and provide detailed survey instructions to the private survey sector
- Support the Senior Registered Surveyor in the selection, engagement and performance of external professional service providers in regard to the provision of contract survey services
- Monitor survey investigations and assist in maintaining the integrity of land information data

Key challenges

- Maintaining and increasing proficiency in cadastral surveys, complex commercial and land management projects
- Interpreting and applying complex property management legislation and policy and using project management systems for preparation of project and business documentation

- Providing timely professional advice and recommendations in relation to complex commercial and land management projects and liaising with clients in relation to projects and resolving problems with survey and titling matters, particularly those associated with water boundaries

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Deliver information and advice in relation to surveying activities and projects
Other office staff	<ul style="list-style-type: none"> • Provide advice and support in resolving surveying issues and maintenance of land information data
External	
Stakeholders/Clients	<ul style="list-style-type: none"> • Provide timely and accurate advice in the coordination of surveying projects and dealing with complex Crown land issues

Role dimensions

Decision making

No decision making responsibility apart from those within the scope of the immediate role

Reporting line

Senior Registered Surveyor

Direct reports

Nil

Budget/Expenditure

No financial delegation

Essential requirements

- Thorough working knowledge and experience in the management and administration of land and property and good understanding of the business environment
- Surveyor registered under the Surveying and Spatial Information Act 2002
- Current drivers licence and willingness to travel





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
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	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 legislation, rules, policies, guidelines and codes of conduct Recognise and report misconduct, illegal or inappropriate behaviour Report and manage apparent conflicts of interest
Personal Attributes Manage Self	Intermediate	<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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult
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	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure responsiveness to their needs Identify customer service needs and implement solutions Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> Research and analyse information and make recommendations based on relevant evidence Identify issues that may hinder completion of tasks and find appropriate solutions Be willing to seek out input from others and share own ideas to achieve best outcomes Identify ways to improve systems or processes which are used by the team/unit
Results Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> 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	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