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| **Cluster** | Planning, Industry & Environment |
| **Agency** | Department of Planning, Industry & Environment |
| **Division/Branch/Unit** | Water |
| **Location** | Parramatta / Negotiable |
| **Classification/Grade/Band** | DPO 4-5 |
| **Role Number** | TBA |
| **ANZSCO Code** | 139999 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | June 2017 (updated February 2021; 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

Coordinate the collection, analysis and development of data and innovative water accounting reporting products for New South Wales water sources delivering statutory reporting requirements and public information on the amount of water being traded, used, recovered and managed for environmental and other public benefits

# Key accountabilities

* Monitor, evaluate and clearly communicate the amount of water being traded, extracted for consumption, recovered and managed for environmental and other public benefit outcomes from data systems, providing data and analysis that informs and influences policy development
* Collaborate with external government agencies and regional bodies regarding the capturing and collating of water accounting data within DPIE Water databases to evaluate water strategies, agreements, deliver statutory reporting obligations and support proposed reforms and policy proposals
* Undertake research and projects to source data to inform and provide insight regarding water planning, evaluation of water allocations, extraction and usage, and water rights managed by inter-governmental bodies and Authorities.
* Innovate and prepare water accounting reports, using Australian Water Accounting Standards, and other information products to meet specific information needs of the DPIE or client entities, reporting on such things as water balances, water trades or key trends in water resource characteristics
* Coordinate the publication of data and information to encourage accountability of sector participants, informing the community regarding water management, and support transparent and auditable practices from public and private sector participants
* Develop effective working relationships with key industry and government stakeholders to inform and encourage stakeholder engagement
* Prepare quality evidence-based written reports and correspondence.

Key challenges

* Determining and prioritising own data analysis activities, interpreting large and complex databases and customising products to support complex and dynamic water management issues.
* Implementing rigorous data management systems and processes, and recommending systems improvements to ensure water accounting products are based on sound data analysis; are measurable and auditable
* Timely delivery of water accounting information to support rapid turn-around of data requests

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager Water Resource Insights | * Provides insight with regard to water accounting issues, and provides reports * Seeks guidance with regard to contentious issues |
| Project lead | * Receive guidance and direction from project lead responsible for supervising and reviewing work program. Advise on emerging and or contentious issues and, future strategy |
| **External** |  |
| State and federal government agencies, Authorities and inter-governmental entities | * Manage effective relationships and establish strategic partnerships and networks with key government agencies * Source data and ensure consistency in reporting, compliant with Australian Water Accounting Standards |
| Water providers, peak bodies and other stakeholders | * To build close relationships to source new data, and determine appropriateness of information provided |

# Role dimensions

## Decision making

* Accountable for the delivery of work assignments and projects on time and to expectations in terms of quality, deliverables and outcomes.
* Recommends changes to technical work procedures and operating processes and systems.
* May be required to guide staff assigned to assist with project activities.

## Reporting line

Manager Water Resource Insights

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* Experience with water accounting concepts, data analytics and reporting, and data management practices
* Demonstrated understanding of the hydrology of NSW rivers and hydrogeology of groundwater systems,
* Broad level understanding of the NSW water management frameworks, and roles of state and commonwealth agencies
* Demonstrated skill to design, develop and implement innovative water reporting products to meet dynamic department and external user needs.

Essential requirements

* Degree level tertiary qualifications in Natural Resources, Environmental Sciences, Engineering, or other water management related discipline

# 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 |
| **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | | 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 |
|  | **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | | Focus on providing a positive customer experience  Support a customer-focused culture in the organisation  Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers  Identify and respond quickly to customer needs  Consider customer service requirements and develop solutions to meet needs  Resolve complex customer issues and needs  Cooperate across work areas to improve outcomes for customers | Intermediate |
| **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 | | Identify the facts and type of data needed to understand a problem or explore an opportunity  Research and analyse information to make recommendations based on relevant evidence  Identify issues that may hinder the completion of tasks and find appropriate solutions  Be willing to seek input from others and share own ideas to achieve best outcomes  Generate ideas and identify ways to improve systems and processes to meet user needs | Intermediate |
|  | **Technology**  Understand and use available technologies to maximise efficiencies and effectiveness | | Champion the use of innovative technologies in the workplace  Actively manage risk to ensure compliance with cyber security and acceptable use of technology policies  Keep up to date with emerging technologies and technology trends to understand how their application can support business outcomes  Seek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomes  Actively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies | Advanced |
| **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 |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Communicate Effectively | | Communicate clearly, actively listen to others, and respond with understanding and respect | Adept |
| Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | Deliver Results | | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| Plan and Prioritise | | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |