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| --- | --- |
| **Cluster** | Planning, Industry & Environment |
| **Agency** | Department of Planning, Industry & Environment |
| **Division / Branch / Unit** | Heritage Stoneworks |
| **Location** | Alexandria |
| **Classification / Grade / Band** | Wages Level 4 |
| **Kind of Employment** | Ongoing |
| **Role Number** | TBA |
| **ANZSCO Code** | 331112 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | November 2016 (updated April 2020) |
| **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

Assist with the planning and delivery of a range of assigned infrastructure project tasks including small scale infrastructure projects with low to medium risk and complexity, to ensure that time, cost, quality and safety targets are achieved and organisational objectives and client expectations are met.

# Key accountabilities

* Undertake stonemason tasks, assigned by a more senior Stonemason, to support the delivery of infrastructure projects, ensuring time and cost targets are achieved.
* Assist with the planning of infrastructure projects, under a more senior Stonemason, including small scale infrastructure projects with low to medium risk and complexity.
* Ensure compliance with all quality, safety and standard requirements and organisational procedures whilst carrying out tasks.
* Assist in the achievement of client satisfaction targets by being responsive and effective in all client interactions.
* Identify opportunities for process improvement, capture lessons learned on projects, and participate in lessons learned forums to contribute to improved business performance.
* Contribute to the continued professionalism and technical reputation of the business unit by undertaking professional development activities in consultation with business unit management.

Key challenges

* Achieving client and business unit objectives given that strict time, cost and quality parameters apply when managing multiple projects and delivering components.
* Identifying and managing project delivery risks, including safety and environmental risks.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Receive guidance and instructions to undertake project tasks. * Provide accurate and timely information. * Keep informed and escalate issues. |
| Work Team | * Work collaboratively with team members to achieve business outcomes. * Participate in meetings to share information and provide input on issues. |
| **External** |  |
| Customers/stakeholders | * 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. * Provide accurate and timely information. |

# Role dimensions

## Decision making

* Has autonomy to deliver project tasks as directed by the Supervisor.
* Makes day to day decisions in relation to prioritising activities under the guidance of a more senior Stonemason.
* Refers matters that require a wider range of knowledge and expertise to the Supervisor or work team.
* Exercises good judgement at all times.

## Reporting line

This role reports to the Stone Fixing Supervisor / Stone Production Supervisor

## Direct reports

Nil

**Budget/Expenditure**

Nil

Key knowledge and experience

* Knowledge and understanding of current Work Health and Safety legislation and regulations.

Essential requirements

* Successful completion of stonemasonry apprenticeship or demonstrated extensive industry experience
* A valid NSW Driver Licence and willingness to drive to remote locations which may include overnight stays.

# 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** |
|  | **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 |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Speak at the right pace and volume for diverse audiences  Allow others time to speak  Listen and ask questions to check understanding  Explain things clearly using inclusive language  Be aware of own body language and facial expressions  Write in a way that is logical and easy to follow  Use various communication channels to obtain and share information | Foundational |
|  | **Plan and Prioritise**  Plan to achieve priority outcomes and respond flexibly to changing circumstances | | Plan and coordinate allocated activities  Re-prioritise own work activities on a regular basis to achieve set goals  Contribute to the development of team work plans and goal setting  Understand team objectives and how own work relates to achieving these | Foundational |
|  | **Project Management**  Understand and apply effective planning, coordination and control methods | | Understand project goals, steps to be undertaken and expected outcomes  Plan and deliver tasks in line with agreed project milestones and timeframes  Check progress against agreed milestones and timeframes, and seek help to overcome barriers  Participate in planning and provide feedback on progress and potential improvements to project processes | Foundational |

# 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 | Foundational |
| Act with Integrity | | Be ethical and professional, and uphold and promote the public sector values | Foundational |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
|  | Commit to Customer Service | | Provide customer-focused services in line with public sector and organisational objectives | Foundational |
| 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 |
|  | Deliver Results | | Achieve results through the efficient use of resources and a commitment to quality outcomes | Foundational |
| Think and Solve Problems | | Think, analyse and consider the broader context to develop practical solutions | Foundational |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Foundational |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| Technology | | Understand and use available technologies to maximise efficiencies and effectiveness | Foundational |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |