Role Description
Senior Team Leader - Waters, Floodplains and Coast

Cluster	Planning, Industry and Environment
Agency	Department of Planning, Industry and Environment
Division/Branch/Unit	Environment, Energy and Science/Biodiversity and Conservation/Regions
Role number	Generic
Classification/Grade/Band	Environment Officer Class 12
Senior executive work level standards	Not Applicable
ANZSCO Code	234311
PCAT Code	2119192
Date of Approval	25 January 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.

Primary purpose of the role

Lead a team to develop and implement strategies and programs, in partnership with key stakeholders, to assess and manage floodplain risks, coastal hazards and estuary health, and deliver environmental water outcomes.

Key accountabilities

- Lead a multidisciplinary team to provide a high level of technical support and work in partnership with local government, agencies and other regional stakeholders to influence strategies and programs to assess and manage floodplain risks, coastal hazards and estuary health.
- Prioritise and deliver strategies and planning for coastal, estuary and flood prone areas, and work closely with key stakeholders to gain support and to encourage local ownership.
- Lead the regional implementation of policies, guidelines, compliance, and best practice pertaining to coastal, estuary and urban floodplain management within the region.

- Lead the provision of technical expertise in the development, assessment and delivery of funded projects for coastal, estuary and floodplain management and manage the successful implementation and evaluation of projects.
- Prepare high level written reports, submissions, briefing notes and ministerial correspondence on a range of issues including contentious or politically sensitive issues often involving significant risk as well as financial and reputational implications for government
- Participate as a member of the Regional Operations team to deliver the Department's mission, strategies and key priorities from an operational perspective
- Lead input for the review of regional water management plans, including environmental water management provisions.

Key challenges

- Operating in a multi-disciplinary geographically dispersed team whilst being accountable for the coordinated delivery of state-wide and high quality programs within the region
- Exercising judgement, discretion and confidentiality when representing the Department in negotiations with stakeholders and communicating in a range of forums
- Developing and implementing holistic and innovative solutions in a complex operating environment

Key relationships

Who	Why
Internal	
Chief Executive/ Minister	• Prepare complex/controversial/ sensitive material and related documents for review by management and submission to the Chief Executive and/or Minister. Provision of advice
Manager/Supervisor	• Escalate issues as required, keep informed, advise and receive instructions
Staff	• Guide, support, coach and mentor team members Inspire and motivate team, provide direction and manage performance Review work and proposals of team members Lead team meetings to obtain the work group perspective and share information Facilitate their professional development
Work team/other staff	• Work collaboratively to contribute to achieving business outcomes Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information sharing Provide technically accurate and constructive advice
External	
Customer/clients	• Address queries and/or redirect to relevant party for review and resolution
Stakeholders	• Establish and maintain relationships to promote and encourage consultation and participation in coastal, estuary and floodplain management initiatives Negotiate and liaise with a variety of stakeholders to enable the timely delivery of business initiatives Provide sound and reliable advice

Role dimensions

Decision making

The role is expected to operate with some level of autonomy, makes day to day decisions relating to work priorities and workload management, for themselves and any staff supervised. The position is accountable for the quality, integrity and accuracy of content of advice provided.

Reporting line

The role reports to the Director

Direct reports

Direct reports range from 3 to 6 roles.

Budget/Expenditure

As per budget allocation.

Key knowledge and experience

- Demonstrated experience in developing, implementing and monitoring strategic and operational plans for the delivery of complex programs
- Demonstrated experience providing direction and achieving results through multidisciplinary and geographically dispersed teams

Essential requirements

- A degree in Science or in a relevant natural resource discipline

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.

Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	• Remain composed and calm and act constructively in highly pressured and unpredictable environments • Give frank, honest advice in response to strong contrary views • Accept criticism of own ideas and respond in a thoughtful and considered way • Welcome new challenges and persist in raising and working through novel and difficult issues • Develop effective strategies and show decisiveness in dealing with emotionally charged situations and difficult or controversial issues	Advanced
	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 and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Present with credibility, engage diverse audiences and test levels of understanding • Translate technical and complex information clearly and concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Contribute to and promote information sharing across the organisation • Manage complex communications that involve understanding and responding to multiple and divergent viewpoints • Explore creative ways to engage diverse audiences and communicate information • Adjust style and approach to optimise outcomes • Write fluently and persuasively in plain English and in a range of styles and formats	Advanced
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	• Influence others with a fair and considered approach and present persuasive counter-arguments • Work towards mutually beneficial 'win-win' outcomes	Advanced

		• Show sensitivity and understanding in resolving acute and complex conflicts and differences • Identify key stakeholders and gain their support in advance • Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise • Anticipate and minimise conflict within the organisation and with external stakeholders	
Results	**Think and Solve Problems** Think, analyse and consider the broader context to develop practical solutions	• Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements • Implement systems and processes that are underpinned by high-quality research and analysis • Look for opportunities to design innovative solutions to meet user needs and service demands • Evaluate the performance and effectiveness of services, policies and programs against clear criteria	Advanced
Business Enablers	**Finance** Understand and apply financial processes to achieve value for money and minimise financial risk	• Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures • Understand the impacts of funding allocations on business planning and budgets • Identify discrepancies or variances in financial and budget reports, and take corrective action • Know when to seek specialist advice and support and establish the relevant relationships • Make decisions and prepare business cases, paying due regard to financial considerations	Adept
	Project Management Understand and apply effective planning, coordination and control methods	• Prepare and review project scope and business cases for projects with multiple interdependencies • Access key subject-matter experts' knowledge to inform project plans and directions • Design and implement effective stakeholder engagement and communications strategies for all project stages	Advanced

		• Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans and minimise impact • Manage transitions between project stages and ensure that changes are consistent with organisational goals • Participate in governance processes such as project steering groups	
People Management	**Manage and Develop People** Engage and motivate staff, and develop capability and potential in others	• Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes • Adjust performance development processes to meet the diverse abilities and needs of individuals and teams • Develop work plans that consider capability, strengths and opportunities for development • Be aware of the influences of bias when managing team members • Seek feedback on own management capabilities and develop strategies to address any gaps • Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way • Monitor and report on team performance in line with established performance development frameworks	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
Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Advanced
	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
Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Adept
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate