

# Role Description

## Water Policy Officer



Planning,  
Industry &  
Environment

Cluster	Planning, Industry & Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Water/ Office of the Deputy Secretary and Strategic Relations
Location	Various locations
Classification/Grade/Band	Clerk Grade 7-8
Role Family ( <i>internal use only</i> )	Bespoke/Policy/Deliver
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	September 2020
Agency Website	<a href="http://www.dpie.nsw.gov.au">www.dpie.nsw.gov.au</a>

### About the Department of Planning, Industry and Environment

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

Provide strategic advice and timely, accurate and efficient coordination support across a wide range of the Water Group's ministerial, parliamentary and executive work streams.

### Key accountabilities

- Manage and coordinate strategic policy development by preparing briefings and advice in response to Ministerial and Departmental Executive requests.
- Support the delivery of the Division's cabinet, legislative and regulatory programs.
- Manage the timely, accurate and efficient coordination of ministerial and executive support work across the Water Group, including briefings and information requests, budget estimates matters, GIPA and Standing Order 52 requests.
- Analyse and review policies and regulatory frameworks and their impact on water and provide advice to the Department, Minister and other agencies to inform decision making.
- Undertake research and analysis, and liaise with stakeholders to identify emerging issues and recommend solutions to resolve problems and mitigate risks.

- Prepare briefings, papers, submissions, Ministerial and other correspondence, speeches and reports in relation to the work of the Branch and the Division.
- Review the implementation of policy and policy reforms to assess appropriateness, effectiveness and efficiency and determine the need for corrective action and policy review and to inform future planning.
- Ensure consideration of other portfolios' policy proposal and submissions, and the impact of other portfolios submissions on water are properly considered.

## Key challenges

- Providing high level policy advice and pragmatic solutions to the Minister's Office and/or Executive in line with the Department's Corporate Plan and broader government policies, within tight time-frames.
- Linking together emerging Government policy on water management issues with policy inputs from technical areas within the Division.
- Communicating with a range of stakeholders including senior representatives of industry and government given the diversity of communication channels and styles that need to be employed

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Seek guidance, provide updates and escalate issues</li> </ul>
Team	<ul style="list-style-type: none"> <li>• Support the team and share information and research</li> </ul>
Departmental staff	<ul style="list-style-type: none"> <li>• Exchange information, discuss issues and coordinate policy work across the Department</li> </ul>
<b>External</b>	
Government agencies and stakeholder groups	<ul style="list-style-type: none"> <li>• Develop strategic networks across government to identify and respond to emerging policy issues, seek information, work on intergovernmental policy initiatives and to develop informed policy advice.</li> </ul>

## Role dimensions

### Decision making

- In consultation with the Team Leader, assess and advise on policy issues for DPI Water.
- Maintain communications and networks with internal and external stakeholders.
- In consultation with others, provides content for advice and information in response to questions, or for Ministerial correspondence, briefs, submissions and reports

### Reporting line

Manager

### Direct reports

Nil

### Budget/Expenditure

Nil

## Key knowledge and experience

- Demonstrated knowledge and understanding of the machinery of including Cabinet and legislative processes and ability to understand and interpret a wide variety of legislation and expertise in policy development, implementation and review.
- Broad understanding of water management issues and relevant policy and legislative framework.

## 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	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"><li>• Represent the organisation in an honest, ethical and professional way</li><li>• Support a culture of integrity and professionalism</li><li>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li><li>• Recognise and report misconduct and illegal and inappropriate behaviour</li><li>• Report and manage apparent conflicts of interest and encourage others to do so</li></ul>	Intermediate
 Relationships	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"><li>• Focus on providing a positive customer experience</li><li>• Support a customer-focused culture in the organisation</li><li>• Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers</li><li>• Identify and respond quickly to customer needs</li><li>• Consider customer service requirements and develop solutions to meet needs</li><li>• Resolve complex customer issues and needs</li><li>• Cooperate across work areas to improve</li></ul>	Intermediate

		outcomes for customers	
	<b>Work Collaboratively</b> Collaborate with others and value their contribution	<ul style="list-style-type: none"> <li>• Build a supportive and cooperative team environment</li> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes that were achieved by effective collaboration</li> <li>• Engage other teams and units to share information and jointly solve issues and problems</li> <li>• Support others in challenging situations</li> <li>• Use collaboration tools, including digital technologies, to work with others</li> </ul>	Intermediate
	<b>Plan and Prioritise</b> Plan to achieve priority outcomes and respond flexibly to changing circumstances	<ul style="list-style-type: none"> <li>• Understand the team and unit objectives and align operational activities accordingly</li> <li>• Initiate and develop team goals and plans, and use feedback to inform future planning</li> <li>• Respond proactively to changing circumstances and adjust plans and schedules when necessary</li> <li>• Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals</li> <li>• Accommodate and respond with initiative to changing priorities and operating environments</li> </ul>	Intermediate
	<b>Demonstrate Accountability</b> Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> <li>• Be proactive in taking responsibility and being accountable for own actions</li> <li>• Understand delegations and act within authority levels</li> <li>• Identify and follow safe work practices, and be vigilant about own and others' application of these practices</li> <li>• Be aware of risks and act on or escalate risks, as appropriate</li> <li>• Use financial and other resources responsibly</li> </ul>	Intermediate
	<b>Project Management</b> Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> <li>• Perform basic research and analysis to inform and support the achievement of project deliverables</li> <li>• Contribute to developing project documentation and resource estimates</li> <li>• Contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate possible variances from project plans</li> </ul>	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
 <b>Personal Attributes</b>	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	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
 <b>Relationships</b>	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
 <b>Results</b>	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
 <b>Business Enablers</b>	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	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational