|  |  |
| --- | --- |
| **Cluster** | Department of Climate Change, Energy, the Environment and Water |
| **Agency** | Department of Climate Change, Energy, the Environment and Water |
| **Division/Branch/Unit** | **Water / Water Operations / Planning Implementation** |
| **Location** | **Parramatta / Negotiable** |
| **Classification/Grade/Band** | **DPO 2/3** |
| **Role Family** | **Standard/Science & Engineering/Support** |
| **ANZSCO Code** | **234999** |
| **PCAT Code** | **1119192** |
| **Date of Approval** | **September 2024 (updated from August 2023: February 2023; March 2022; February 2021; and September 2019)** |
| **Agency Website** | <https://www.dcceew.nsw.gov.au> |

*Ensuring a sustainable NSW through climate change and energy action, water management, environment and heritage conservation and protection.*

Agency overview

The NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) works to protect the state’s environment and heritage. It leads the way on climate change, driving the sustainable transition to a net zero economy, powered by affordable, reliable, and clean energy.

DCCEEW conserves and protects the state’s natural environment. It manages the NSW national park estate, including its rich and diverse biodiversity and Aboriginal cultural heritage for future generations.

DCCEEW also ensures sustainable management of water resources across the state, to support the environment, communities and industry.

We acknowledge the ongoing custodial responsibilities of the Aboriginal peoples of NSW to care for Country and water and are committed to establishing meaningful partnerships with Aboriginal peoples in the management of the environment.

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

Hydrologist plays key roles in assessing surface water resource availability and provide Available Water Determinations under *s59 of the Water Management Act 2000* for select NSW water sources. This includes following documented processes and procedures for audit purposes and publicly communicating allocation announcements by drafting statements and presentations. Hydrologist undertakes hydrologic assessments using data analysis, and statistical techniques to inform water allocation and water resource management.

# Key accountabilities

* Determine water allocation by undertaking hydrologic analysis of the given water sources.
* Prepare high quality, timely and accurate water allocation statements for approval.
* Follow allocation process, guidelines, manuals, and other support materials and contribute to the continual improvement of the business.
* Peruse supplementary event assessments in a timely manner.
* Monitor guidelines, manuals, the water sharing plans and hydrologic support materials of the given water sources.

Key challenges

* Determining water allocation on time that meets the expected high quality in terms of hydrology, resource management, water sharing plan, government priorities and applicable legal requirements.
* Translating complex scientific and legal concepts into simplified language to enable clear and concise water allocation statement.
* Working in an area which is complex due to changing technical, policy and scientific developments to process, critically analyse, interpret and report results in a manner that will clearly inform stakeholders.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Hydrologist | * Receive and provide peer support on hydrological issues
* Provide peer review of the allocation statements
 |
| Lead and Senior Hydrologist | * Receive guidance and direction from Lead and Senior Hydrologists responsible for supervising and reviewing work program.
* Propose and take direction on hydrology improvements.
 |
| Manager, Water Allocations  | * Take direction from line manager responsible for overseeing the work program and priorities.
* Escalate matters that require decisions at Level 4 delegation or above.
 |
| **External** |  |
| Water NSW | * Provide technical input to water management issues as the agency responsible for operating NSW storages.
* Consult and collaborate with Water NSW officers whose role directly impact water allocation.
* Promote effective interagency liaison regarding water management issues.
 |
| Murray Darling Basin Authority | * Provide technical input to water management issues as the agency with interest in reviewing and implementation of water resource plans.
* Consult and collaborate the officers whose role directly impact water allocation for example in River Murray operation.
* Promote effective interagency liaison regarding water management issues.
 |

# Role dimensions

## Decision making

* Plans and sets priorities for work to be completed managing the day to day workload independently within agreed work and project plans.
* Delivers individual water allocation statements and legal orders under the guidance of the supervisor.
* Drafts reports, briefs, legal orders and other work for review by the supervisor; and decides the scope, content and format of information.
* Responsible for hydrologic quality of the work of the statements and advice of the relevant water sources.

## Reporting line

Reports to Lead Hydrologist

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* Knowledge and experience in one or more of the following hydrologic disciplines: water resources management, water allocation, hydrology, time series statistics, and or open channel hydraulics.
* Experience in assessing hydrologic datasets, data analysis and preparing outputs for water resource management requirements.
* Experience in effectively communicating complex technical concepts in plain English to executives, inter disciplinary professionals and/or to general public.
* Knowledge of the NSW Government's water resource management agenda.

Essential requirements

* Degree level qualifications in Civil Engineering, Water Resources, Environmental Science, or a related discipline covering the subject hydrology.

# 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.

| **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 waySupport a culture of integrity and professionalismUnderstand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conductRecognise and report misconduct and illegal and inappropriate behaviourReport and manage apparent conflicts of interest and encourage others to do so | Intermediate |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Focus on key points and speak in plain EnglishClearly explain and present ideas and argumentsListen to others to gain an understanding and ask appropriate, respectful questionsPromote the use of inclusive language and assist others to adjust where necessaryMonitor own and others’ non-verbal cues and adapt where necessaryWrite and prepare material that is well structured and easy to followCommunicate routine technical information clearly | Intermediate |
|  | **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | Recognise the importance of customer service and understanding customer needsHelp customers understand the services that are availableTake responsibility for delivering services that meet customer requirementsKeep customers informed of progress and seek feedback to ensure their needs are metShow respect, courtesy and fairness when interacting with customersRecognise that customer service involves both external and internal customers | Foundational |
|  | **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | Understand the team and unit objectives and align operational activities accordinglyInitiate and develop team goals and plans, and use feedback to inform future planningRespond proactively to changing circumstances and adjust plans and schedules when necessaryConsider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goalsAccommodate and respond with initiative to changing priorities and operating environments | Intermediate |
|  | **Demonstrate Accountability**Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Take responsibility for own actionsBe aware of delegations and act within authority levelsBe aware of team goals and their impact on work tasksFollow safe work practices and take reasonable care of own and others’ health and safetyEscalate issues when these are identifiedFollow government and organisational record-keeping requirements | Foundational |
|  | **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 benefitsPrepare clear project proposals and accurate estimates of required costs and resourcesEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsIdentify and evaluate risks associated with the project and develop mitigation strategiesIdentify and consult stakeholders to inform the project strategyCommunicate the project’s objectives and its expected benefitsMonitor the completion of project milestones against goals and take necessary actionEvaluate 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.

| **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 |
|  | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
|  | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
|  | Work Collaboratively | Collaborate with others and value their contribution | Intermediate |
|  | 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 | Intermediate |
|  | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Intermediate |
|  | 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 |