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| **Cluster** | Planning ,Housing and Infrastructure |
| **Agency** | Department of Planning ,Housing and Infrastructure |
| **Division / Branch / Unit** | Development Assessment and Sustainability/ Government Architect/Heritage Stoneworks |
| **Classification / Grade / Band** | Wages Level 7 |
| **Role Number** | TBA |
| **ANZSCO Code** | 331112 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | October 2024 (Updated from November 2016;January 2021) |
| **Agency Website** | https://www.nsw.gov.au/departments-and-agencies/department-of-planning-housing-and-infrastructure |

Agency Overview  
The Department of Planning, Housing and Infrastructure (DPHI) improves the liveability and prosperity of NSW. To achieve this, we:

* create vibrant, productive spaces and precincts;
* manage lands, assets and property effectively; and
* deliver affordable and diverse housing.

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 builds the cultural capability of our department to improve outcomes with, and for, Aboriginal people, communities and entities.

Primary purpose of the role

Coordinate the planning and/or delivery of a range of assigned infrastructure project tasks, or may manage small scale infrastructure projects with low to medium risk and complexity in order that time, cost, quality, safety, targets and the organisational objectives and client expectations are met.

# Key accountabilities

* Contribute with the planning and deliver assigned stonemasonry projects with low complexity with the assistance of a more experienced Stonemason and by applying standard organisational procedures
* Participate in planning sessions and conduct stonemasonry tasks under the leadership of a more senior Stonemason to contribute to infrastructure planning and delivery
* Be responsive and accurate with all client interactions and requests and deliver tasks to best practice standards and client requirements to contribute to building and maintaining effective client relationships and business partnerships
* Training the Stonemason and Apprentice Stonemason in the scope of the role and safety requirements
* Deliver tasks in accordance with cost budgets to contribute to business performance

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 in undertaking project tasks. * Escalate issues, keep informed, advise, receive guidance and instructions. |
| Work Team | * Train and work collaboratively with team members to contribute 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

Responsible for the quality and integrity of information as directed by their Supervisor. Refer matters that require a wider range of knowledge of 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

Essential requirements

* Holds a trade certificate or equivalent qualification in a construction craft stream of Stonemasonry with relevant experience in the field
* Well-developed knowledge and understanding of current Work Health and Safety legislation and regulations
* A valid NSW Driver’s 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 | | Focus on key points and speak in plain English  Clearly explain and present ideas and arguments  Listen to others to gain an understanding and ask appropriate, respectful questions  Promote the use of inclusive language and assist others to adjust where necessary  Monitor own and others’ non-verbal cues and adapt where necessary  Write and prepare material that is well structured and easy to follow  Communicate routine technical information clearly | Intermediate |
|  | **Demonstrate Accountability**  Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | | Be proactive in taking responsibility and being accountable for own actions  Understand delegations and act within authority levels  Identify and follow safe work practices, and be vigilant about own and others’ application of these practices  Be aware of risks and act on or escalate risks, as appropriate  Use financial and other resources responsibly | Intermediate |
|  | **Project Management**  Understand and apply effective planning, coordination and control methods | | Perform basic research and analysis to inform and support the achievement of project deliverables  Contribute to developing project documentation and resource estimates  Contribute to reviews of progress, outcomes and future improvements  Identify and escalate possible variances from project plans | 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** |
|  | 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 | Intermediate |
| 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 |
| Plan and Prioritise | | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Foundational |
| Think and Solve Problems | | Think, analyse and consider the broader context to develop practical solutions | 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 |