

Role Description

Crown Land Surveyor



Cluster	Planning, Housing and Infrastructure
Agency	Department of Planning, Housing and Infrastructure
Division/Branch/Unit	Crown Lands and Public Spaces / Crown Lands
Location	Various
Classification/Grade/Band	Departmental Officer Grade 5/6
ANZSCO Code	232212
PCAT Code	3119192
Date of Approval	January 2024 (previous August 2017; July 2019; May 2020 and June 2022)
Agency Website	www.dpie.nsw.gov.au

Agency Overview

The Department of Planning, Housing and Infrastructure (DPHI) are building the future of NSW through delivering diverse planning, housing solutions and infrastructure across the 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.

The Crown Lands and Public Spaces Group within DPHI includes Crown Lands, Aboriginal Outcomes, Cemeteries and Crematoria, Placemaking NSW, Greater Sydney Parklands and the Botanic Gardens of Sydney. The group has a collective responsibility for the stewardship of public lands, assets and special places across the state to provide public access, use and value, and improve quality of life for the people of NSW.

Primary purpose of the role

Undertakes cadastral survey investigations particularly involving water boundaries, provide survey advice and participate in commercial and land management projects and activities to achieve government priorities in the management of Crown land.

Key accountabilities

- Undertake surveys and survey investigations under instruction from the Senior Registered Surveyor
- Assist in the coordination of Aboriginal Land Claim survey programs
- Undertake and complete activities in regard to commercial and land use planning project work within set time frames
- Assist in maintaining the integrity and accuracy of land information data
- Provide professional advice on statutory survey and titling matters and other Crown Lands issues
- Provide appropriately informed advice and recommendations on commercial tenures and disposal issues
- Represent the Department in positive community engagements, proactive client services and strong relationship building within the surveying profession.



Key challenges

- Developing and maintaining a proficiency in cadastral survey investigations particularly involving water and Crown land and Crown road boundaries
- Liaising with clients to resolve problems in relation to survey and titling matters particularly those associated with water boundaries.

Key relationships

Who	Why
Internal	
Senior Registered Surveyor	<ul style="list-style-type: none">• Provide appropriately balanced and timely support related to the management of Crown land• Provide professional advice on statutory survey and titling matters and other Crown Lands issues• Discuss work activities and determine priorities\.
Team	<ul style="list-style-type: none">• Actively participates in information sharing and learning• Support collaboration, ensure key tasks are completed.
Other staff	<ul style="list-style-type: none">• Work collaboratively to achieve business outcomes.
External	
Industry stakeholders and clients	<ul style="list-style-type: none">• Liaise with clients to resolve problems with survey and titling matters particularly those associated with water boundaries• Enhance the Department's reputation through positive community engagement, proactive client service and strong relationship with the surveying profession• Engage with survey and engineering professional service providers.

Role dimensions

Decision making

The role:

- Works under general direction from the Senior Registered Surveyor within a clear framework of accountability
- Plans its own work to meet given objectives and processes and performs a range of varied work activities in a variety of changing environments
- Contributes to routine problem resolution.

Reporting line

Senior Registered Surveyor

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Degree qualifications in Surveying with willingness to become registered under the Surveying Act 2001
- Current driver's licence and willingness to travel.

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.


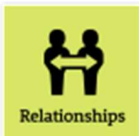
The capabilities are separated into focus capabilities and complementary capabilities





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
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Represent the organisation in an honest, ethical and professional way• Support a culture of integrity and professionalism• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct• Recognise and report misconduct and illegal and inappropriate behaviour• Report 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	<ul style="list-style-type: none">• Tailor communication to diverse audiences• Clearly explain complex concepts and arguments to individuals and groups• Create opportunities for others to be heard, listen attentively and encourage them to express their views• Share information across teams and units to enable informed decision making• Write fluently in plain English and in a range of styles and formats• Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept

 <p>Relationships</p>	<p>Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives</p>	<ul style="list-style-type: none"> • Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers 	Intermediate
 <p>Results</p>	<p>Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions</p>	<ul style="list-style-type: none"> • Identify the facts and type of data needed to understand a problem or explore an opportunity • Research and analyse information to make recommendations based on relevant evidence • Identify issues that may hinder the completion of tasks and find appropriate solutions • Be willing to seek input from others and share own ideas to achieve best outcomes • Generate ideas and identify ways to improve systems and processes to meet user needs 	Intermediate
 <p>Results</p>	<p>Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines</p>	<ul style="list-style-type: none"> • 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
 <p>Business Enablers</p>	<p>Project Management Understand and apply effective planning, coordination and control methods</p>	<ul style="list-style-type: none"> • 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.

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
 Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational