

Role Description

Principal Project Officer, Infrastructure

Cluster	Planning, Housing and Infrastructure
Agency	Department of Planning, Housing and Infrastructure
Division/Branch/Unit	Sydney Olympic Park Authority
Role number	54389
Classification/Grade/Band	Clerk Grade 11/12
ANZSCO Code	232611
PCAT Code	1119192
Date of Approval	October 2024
Agency Website	www.sopa.nsw.gov.au

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.

Sydney Olympic Park is Wangal Country and is located between Greater Sydney's two largest employment centres – the Sydney CBD and Parramatta CBD. It is a mix of land uses that include parklands and nature reserves, environmental conservation, public recreation, sports and events, residential and business uses. By 2030, Sydney Olympic Park will be connected by a station on the Sydney Metro West line 1 and is also part of Parramatta Light Rail Stage 2. This new connectivity created through major infrastructure investment signals a shift in the future role of Sydney Olympic Park.

Sydney Olympic Park Authority are custodians of the Park – being a precinct place manager, as well as a strategic master planner, and development consent authority.

The Authority is established under the Sydney Olympic Park Authority Act 2001 and is part of the NSW Department of Planning, Housing and Infrastructure. As well as working closely with the Department, the Authority also needs to regularly engage with other government entities and the surrounding local government areas to achieve the future vision for the precinct.

Primary Purpose of the Role

The Principal Project Officer, Infrastructure Interface, is responsible for facilitating the transfer of knowledge, resources and coordinating technical feedback between the Authority (SOPA) and TfNSW, to enable the timely delivery of the Parramatta Light Rail Stage 2 (PLR2) project, with (PLR2MW) in scope for the future

Key Accountabilities

- Lead and manage the input into the delivery of the PRL2 project, including coordinating between the subject matter experts and the TfNSW project team across environmental, urban and landscape design and planning compliance, and stakeholder engagement
- Ensure effective administration and compliance with agreements between the two agencies relating to the design and delivery of the enabling works, precinct and public domain works, including the preparation of annual monitoring reports to justify resourcing allocation.
- Review project documentation and applications for Authority approvals and monitoring the progression and performance of the works to ensure compliance (where relevant) with relevant processes, practices, policies, specifications and relevant legislation (with input from internal subject matter experts).
- Assess and coordinate Authority feedback and respond to any draft construction and environmental management plans, designs and specifications submitted by TfNSW or TfNSW's contractors in a timely manner.
- Attend and coordinate meetings, including interface meetings, stakeholder engagement meetings, traffic coordination meetings, operations and events overlay meetings, Authority internal briefings, and coordinating record keeping of decisions and meeting minutes.
- Manage the Authority's internal stakeholder briefings on PLR2 matters, including briefing Authority Executives.
- Prepare and coordinate technical advice, communications material and reports, routine submissions, briefing notes, situation assessments, compliance approvals and correspondence, in consultation with relevant subject matter experts, to keep management informed of current issues and situations.

Key Challenges

- Balance the unique complexities of Sydney Olympic Park and its variety of uses and parklands to ensure the urban renewal of the precinct preserves and celebrates the historical, spatial, visual, ecological and international values.
- Maintain simple, consistent and transparent information from a range of stakeholders to ensure effective and efficient delivery, input and high quality outcomes.
- Ensure exceptional standards of urban, architecture and landscape design within the competing demands of the Authority's functional areas, budget constraints, pressure of delivery deadlines and international significance of the precinct.

Key Relationships

Who	Why
Internal	
Line Manager	<ul style="list-style-type: none"> • Keep informed of project progress, provide updates on project risks and seek guidance and approvals • Seek resolution on any conflicts of internal advice • Coordinate Executive project updates, design review and ensure regular quality inspections
Subject matter experts	<ul style="list-style-type: none"> • Coordinate information and advice between Authority and PLR2 project team • Provide advice on major infrastructure delivery, including progress and status updates on documentation ,information and utilization of resources • Collaborate to identify and address a range of complex issues in a timely way
External	
TfNSW PRL2 project team	<ul style="list-style-type: none"> • Share information and advice in a timely manner, to assist in timely delivery of PLR2 project • Present the Authority's interests, processes and policy positions for consideration by the TfNSW project in the design development and implementation • Prepare annual performance report demonstrating.
Government / non-Government bodies	<ul style="list-style-type: none"> • Represent the Authority in a range of external forums • Articulate and represent the Authority's position on a range of issues,
Utilities/ Local Councils	<ul style="list-style-type: none"> • Design interface management and multi-disciplinary design coordination.

Role dimensions

Decision making

This role has autonomy and makes decisions that are under their direct control. It refers to the Director decisions that require significant change to program outcomes or timeframes or are likely to escalate or require submission to a higher level of management. This role is fully accountable for the delivery of work

assignments on time and to expectations in terms of quality, deliverables and outcomes. This role submits reports, business cases and other forms of written advice with minimal input from the Director.

Reporting Line

Director Urban Renewal and Environment

Direct Reports

Nil

Budget/Expenditure

Nil

Knowledge Skills and Experience

- Proven experience managing complex development or infrastructure projects

Essential requirements

- Tertiary qualifications in Project Management, Engineering, Planning, Landscape Architecture or a related field.

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
 <p>Personal Attributes</p>	<p>Manage Self</p> <p>Show drive and motivation, an ability to self-reflect and a commitment to learning</p>	<ul style="list-style-type: none"> Act as a professional role model for colleagues, set high personal goals and take pride in their achievement Actively seek, reflect and act on feedback on own performance Translate negative feedback into an opportunity to improve Take the initiative and act in a decisive way Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation 	Advanced
 <p>Relationships</p>	<p>Work Collaboratively</p> <p>Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> Recognise outcomes achieved through effective collaboration between teams Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions Network extensively across government and organisations to increase collaboration Encourage others to use appropriate collaboration approaches and tools, including digital technologies 	Advanced
 <p>Relationships</p>	<p>Influence and Negotiate</p> <p>Gain consensus and commitment from others, and resolve issues and conflicts</p>	<ul style="list-style-type: none"> Influence others with a fair and considered approach and present persuasive counter-arguments Work towards mutually beneficial 'win-win' outcomes 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 	Advanced










Capability group/sets	Capability name	Behavioural indicators	Level
	<p>Deliver Results</p> <p>Achieve results through the efficient use of resources and a commitment to quality outcomes</p>	<ul style="list-style-type: none"> • Seek and apply the expertise of key individuals to achieve organisational outcomes • Drive a culture of achievement and acknowledge input from others • Determine how outcomes will be measured and guide others on evaluation methods • Investigate and create opportunities to enhance the achievement of organisational objectives • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control business unit output to ensure government outcomes are achieved within budgets • Progress organisational priorities and ensure that resources are acquired and used effectively 	Advanced
	<p>Plan and Prioritise</p> <p>Plan to achieve priority outcomes and respond flexibly to changing circumstances</p>	<ul style="list-style-type: none"> • Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team and unit goals, strategies and plans • Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate outcomes and adjust future plans accordingly 	Adept

Capability group/sets	Capability name	Behavioural indicators	Level
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness 	Adept
	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> • Ensure there are systems and effective governance processes in place for project management • Make decisions on accepting projects based on business cases • Use the historical, political and broader context to inform project directions and mitigate risk • Obtain key stakeholders' commitment to major project strategies, including cross organisational initiatives, and ensure ongoing communication • Ensure that project risks are managed effectively, and appropriate strategies are in place to respond to variances • Drive the changes required to realise the business benefits of the project • Ensure that project management decisions consider interdependencies between projects 	Highly Advanced

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	Adept
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept