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| **Cluster** | **Climate Change, Energy, the Environment and Water** |
| **Agency** | **Department of Climate Change, Energy, the Environment and Water** |
| **Division/Branch/Unit** | **Water / Infrastructure Delivery** |
| **Location** | **Various** |
| **Classification/Grade/Band** | **Engineer 4** |
| **Role Family** | **Bespoke/Project & Programs/Delivery** |
| **ANZSCO Code** | **233211** |
| **PCAT Code** | **1119192** |
| **Date of Approval** | **August 2021 (updated October 2023; October 2024)** |
| **Agency Website** | [**www.dpie.nsw.gov.au**](http://www.dpie.nsw.gov.au/water) |

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

**Who we are**

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

The Senior Project Engineer manages the engineering of multiple works packages across water infrastructure project(s) including access roads, drainage, utilities, weirs, dams, gates, fish passages, river works and water reticulation which support effective water management. The role engages with owners, operators and other stakeholders, scopes and plans designs development and has technical oversight in procurement and construction in projects with medium-to-high complexity.

The role provides direction and technical oversight of team members to develop and deliver projects, using best practice engineering principles to achieve time, cost, quality, safety and environmental targets.

# Key accountabilities

* Scope and plan the design of water infrastructure project(s) projects and oversee contracts and consultancies to ensure implementation and delivery of design deliverables on time and within budget.
* Develop and maintain effective networks with internal and external stakeholders and seek expert advice, support and assistance to ensure effective implementation and governance of projects.
* Provide professional engineering advice, analysis of options, submissions, briefings and project reports to assist executive decision making.
* Oversee the development of budgets, work plans, and project teams to deliver specific project components to ensure the efficient, safe and timely delivery of projects.
* Manage and lead the planning and delivery of project activities by assigning project tasks and engaging with contractors, consultants and project team members.
* Develop project briefs, manage consultants, contract, specifications and tender documentation, and monitor progress against contract deliverables and assess progress payments.
* Respond to requests from other team members requiring technical and engineering information, throughout the development and delivery of projects.
* Prepare reports, presentations, &/or Briefing Notes for and participate in relevant project governance bodies and reporting lines, including but not limited to DCCEEW Water executives, Government agencies, project owners and stakeholders.

# Key challenges

* Managing delivery and risks for multiple civil works projects, including safety, technical, environment, client and stakeholder expectations.
* Scoping, negotiating and implementing multiple packages and projects on time and within budget.
* Managing competing pressures between project scope (including quality outcomes), cost, schedule and risk while meeting stakeholder expectations and longer-term community needs in an environment of intense public scrutiny.

Key relationships

| **Who** | **Why** |
| --- | --- |
| Internal |  |
| Director Infrastructure Projects | * Provide expert briefings on new and emerging issues, and to report on project performance |
| Project Manager | * Provide advice and information; seek information for reporting and coordination. * Work closely to share knowledge on project requirements and obtain data and information to required standard and timeframes |
| Team | * Provides leadership and collaborates across Water Group in resourcing, coordination and assurance for all technical aspects of project delivery. * Share and transfer specialist knowledge, expertise and skills with colleagues and stakeholders. |
| Other Water Group managers | * Collaborate with other managers to achieve project outcomes. * Consult and liaise with relevant managers to ensure consistent application of technical standards, policies and guidelines across Water Group. |
| **External** |  |
| Government agencies and stakeholders | * Consistently and appropriately partnering and providing advice regarding NSW Government direction for consistent messaging regarding policy development, stakeholder engagement and program implementation, to engender support and provide clear information to stakeholders * Advise program partners to develop and maintain agreed policy positions regarding water management programs and in accordance with established project delivery frameworks. |
| Specialist and professional services and contractors and suppliers | * Monitor and manage industry capacity to service Water Group requirements. * Facilitate and negotiate agreements and contracts to ensure Water Group technical needs are effectively and efficiently met |

# Role dimensions

## Decision making

* Has autonomy to ensure project implementation and deliverables are realised within required timeframes and budget.
* Manages a range of activities in accordance with established and agreed outcomes and time frames and makes independent decisions
* Provides information about the project to meetings and forums with internal and external stakeholders.
* Decides the content of reports, papers and other work for review by the Director, and manager and decides the scope, content and format of information provided to agencies and external stakeholders.

## Reporting line

Project Manager

## Direct reports

## Varies depending on the stage, size and complexity of the project(s)

## Budget/Expenditure

Nil

Essential requirements

* Appropriate tertiary qualifications and/or equivalent relevant working experience in project management, engineering, architecture, building or construction acceptable for membership in the Institute of Engineers Australia.
* Demonstrated experience managing design and engineering for complex infrastructure projects.
* A valid NSW Driver’s Licence and willingness to drive to remote locations which may include overnight stays.
* Demonstrated experience integrating environmental, safety and key agreed stakeholder inputs into the design and delivery of infrastructure projects.

# 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 way and encourage others to do so  Act professionally and support a culture of integrity  Identify and explain ethical issues and set an example for others to follow  Ensure that others are aware of and understand the legislation and policy framework within which they operate  Act to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
|  | **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | | Keep up to date with relevant contemporary knowledge and practices  Look for and take advantage of opportunities to learn new skills and develop strengths  Show commitment to achieving challenging goals  Examine and reflect on own performance  Seek and respond positively to constructive feedback and guidance  Demonstrate and maintain a high level of personal motivation | Adept |
|  | **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | | 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 |
|  | **Work Collaboratively**  Collaborate with others and value their contribution | | Encourage a culture that recognises the value of collaboration  Build cooperation and overcome barriers to information sharing and communication across teams and units  Share lessons learned across teams and units  Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work  Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Advanced |
|  | **Influence and Negotiate**  Gain consensus and commitment from others, and resolve issues and conflicts | | Negotiate from an informed and credible position  Lead and facilitate productive discussions with staff and stakeholders  Encourage others to talk, share and debate ideas to achieve a consensus  Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes  Influence others with a fair and considered approach and sound arguments  Show sensitivity and understanding in resolving conflicts and differences  Manage challenging relationships with internal and external stakeholders  Anticipate and minimise conflict | Adept |
|  | **Plan and Prioritise**  Plan to achieve priority outcomes and respond flexibly to changing circumstances | | 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 |
|  | **Demonstrate Accountability**  Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | | Design and develop systems to establish and measure accountabilities  Ensure accountabilities are exercised in line with government and business goals  Exercise due diligence to ensure work health and safety risks are addressed  Oversee quality assurance practices  Model the highest standards of financial probity, demonstrating respect for public monies and other resources  Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks  Incorporate sound risk management principles and strategies into business planning | Advanced |
|  | **Project Management**  Understand and apply effective planning, coordination and control methods | | Prepare and review project scope and business cases for projects with multiple interdependencies  Access key subject-matter experts’ knowledge to inform project plans and directions  Design and implement effective stakeholder engagement and communications strategies for all project stages  Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning  Develop effective strategies to remedy variances from project plans and minimise impact  Manage transitions between project stages and ensure that changes are consistent with organisational goals  Participate in governance processes such as project steering groups | Advanced |
|  | **Manage and Develop People**  Engage and motivate staff, and develop capability and potential in others | | Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes  Adjust performance development processes to meet the diverse abilities and needs of individuals and teams  Develop work plans that consider capability, strengths and opportunities for development  Be aware of the influences of bias when managing team members  Seek feedback on own management capabilities and develop strategies to address any gaps  Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way  Monitor and report on team performance in line with established performance development frameworks | 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 | 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 | Adept |
|  | Deliver Results | | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
|  | Think and Solve Problems | | Think, analyse and consider the broader context to develop practical solutions | Adept |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
|  | Technology | | Understand and use available technologies to maximise efficiencies and effectiveness | Adept |
|  | Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Adept |