Role Description
Senior Flooding and Drainage SME

Agency overview
At Transport, we’re passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we’re delivering a $57.5bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we’re also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of numerous integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

Primary purpose of the role
The role manages technical risk in infrastructure projects to enable the multi-modal development, delivery, operations, and management of infrastructure safely, to optimum-quality, on time and on budget, with minimum impact to the community and the environment. The role provides input into design and design working groups for technical advice, documentation review, technical assurance, standards and knowledge management of infrastructure related to flooding and drainage.

Key accountabilities

- Provide specialist advice relating to design reviews and monitoring of infrastructure design reporting, flood investigations and modelling, urban and rural drainage design and resource evaluations to ensure compliance with Planning Approvals, Standards, Project Deed and Project SWTC
- and that they contribute to customer requirements and provide environmentally sustainable outcomes.
- Manage the TfNSW technical risk in infrastructure by providing specialist advice and solutions, monitoring and reviewing the quality and appropriateness of works briefs, technical specifications and specialist technical input to ensure adherence to project outcomes and performance requirements.
• Review design risks and opportunities to ensure safety has been addressed through all phases, including design, construction, operation, decommissioning and disposal, and that a safety validation is undertaken of any changes to designs or structures that may impact safety performance.

• Liaise with, influence and work collaboratively with Project Development and Delivery Teams and major works contractors to support the quality design and TfNSW outcomes for projects.

• Provide expert technical advice to TfNSW and industry on high-value and high-risk projects and tasks and on the provision of strategic and concept flood modelling and drainage design.

• Provide specialised technical advice in relation to conceptualising, establishing, calibrating and operating hydraulic and hydrologic computer models.

• Model collegiate and collaborative behaviours to achieve the greater good for the community, celebrate a diverse workforce, create an environment where people can create and thrive, or support people’s wellbeing.

**Key challenges**

• Leading and being accountable for project review timelines while ensuring standards, and quality are maintained.

• Keeping abreast of current and emerging best practice, Government policy, accreditation and statutory requirements.

• Developing and strengthening policy and standards to enable effective application and interpretation throughout TfNSW and by private sector partners.

**Key relationships**

<table>
<thead>
<tr>
<th>Who</th>
<th>Why</th>
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<tbody>
<tr>
<td><strong>Internal</strong></td>
<td></td>
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</table>
| Reporting Line Manager | • Escalate issues, keep informed, advise and receive instructions  
• Provide regular updates on key projects, issues and priorities  
• Contribute to strategic planning and decision-making |
| Technical Discipline teams and other divisions of TfNSW | • Build collaborative working relationships |
| Other SMEs undertaking design reviews | • Work cooperatively within the team, exchange information and assist other team members to achieve team objectives and project outcomes  
• Build collaborative working relationships to ensure the transition from design and planning to implementation and operations is successful |
| **External** | | |
| Industry and Representative Groups | • Maintaining awareness of new trends and developments, both in Australia and internationally with potential application in the NSW transport environment  
• Participate in and contribute to relevant Australian Standards and Austroads updates, as an SME and/or working group member |
| Specialist contracting and consultancy services | • Develop opportunities for engagement and delivery of services |
Role dimensions

Decision making

The role operates with a high level of autonomy and is expected to determine key operational objectives within the limits of delegated authority. The role is accountable for the delivery of assigned work. The role is accountable for the quality, integrity and validity of the service provided.

The role defers to the Manager on issues that have a significant political impact or issues outside of financial delegation.

Reporting line

The role accounts and reports the relevant reporting line manager.

Direct reports

The role has no direct reports.

Budget/Expenditure

As per the approved TfNSW Financial Delegations.

Key knowledge and experience

- Demonstrated extensive experience in operating and interpreting the results of hydrologic and hydraulic computer models of flood behaviour and urban drainage.
- Demonstrated capability in the use of engineering software and database management, this should include most of the following models RAFTS-XP, DRAINS, HEC-RAS, MIKE-11, TUFLOW.
- Demonstrated capability in delivering technical advice and directions, performing advanced investigations and analyses, and delivering design and/or investigation projects in a technology-driven environment.

Essential requirements

- Tertiary qualifications in engineering, science or related technical discipline.

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

<table>
<thead>
<tr>
<th>Capability group/sets</th>
<th>Capability name</th>
<th>Behavioural indicators</th>
<th>Level</th>
</tr>
</thead>
</table>
| Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | - 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 |
| Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | - Present with credibility, engage diverse audiences and test levels of understanding  
- Translate technical and complex information clearly and concisely for diverse audiences  
- Create opportunities for others to contribute to discussion and debate  
- Contribute to and promote information sharing across the organisation  
- Manage complex communications that involve understanding and responding to multiple and divergent viewpoints  
- Explore creative ways to engage diverse audiences and communicate information  
- Adjust style and approach to optimise outcomes  
- Write fluently and persuasively in plain English and in a range of styles and formats | Advanced |
| Work Collaboratively | Collaborate with others and value their contribution | - Establish a culture and supporting systems that facilitate information sharing, communication and learning across the sector  
- Publicly celebrate the successful outcomes of collaboration  
- Seek out and facilitate opportunities to engage and collaborate with stakeholders to develop solutions across the organisation, government and other jurisdictions  
- Identify and overcome barriers to collaboration with internal and external stakeholders | Highly Advanced |
| Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | - 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 | Advanced |
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

Demonstrate Accountability
Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

Assess work outcomes and identify and share learnings to inform future actions

Ensure that own actions and those of others are focused on achieving organisational outcomes

Exercise delegations responsibly

Understand and apply high standards of financial probity with public monies and other resources

Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others’ health and safety

Conduct and report on quality control audits

Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks

Technology
Understand and use available technologies to maximise efficiencies and effectiveness

Champion the use of innovative technologies in the workplace

Actively manage risk to ensure compliance with cyber security and acceptable use of technology policies

Keep up to date with emerging technologies and technology trends to understand how their application can support business outcomes

Seek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomes

Actively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies

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 benefits

Prepare clear project proposals and accurate estimates of required costs and resources

Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements

Identify and evaluate risks associated with the project and develop mitigation strategies
• Identify and consult stakeholders to inform the project strategy
• Communicate the project’s objectives and its expected benefits
• Monitor the completion of project milestones against goals and take necessary action
• Evaluate progress and identify improvements to inform future projects

**Inspire Direction and Purpose**
Communicate goals, priorities and vision, and recognise achievements

- Promote a sense of purpose, and help the team understand the strategic direction of the organisation and the needs of customers and stakeholders
- Translate broad organisational strategy and goals into tangible team goals and explain the links for the team
- Ensure that team objectives and outcomes lead to the implementation of government priorities and create value for customers and stakeholders
- Work to remove barriers to achieving goals

**Optimise Business Outcomes**
Manage people and resources effectively to achieve public value

- Initiate and develop longer-term goals and plans to guide the work of the team in line with organisational objectives
- Allocate resources to ensure the achievement of business outcomes and contribute to wider workforce planning
- When planning resources, implement processes that encourage the attraction and retention of people of diverse cultures, backgrounds and experiences
- Ensure that team members base their decisions on a sound understanding of business and risk management principles, applied in a public sector context
- Monitor performance against standards and take timely corrective actions
- Keep others informed about progress and performance outcomes

**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.
<table>
<thead>
<tr>
<th>Capability group/sets</th>
<th>Capability name</th>
<th>Description</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Attributes</td>
<td>Display Resilience and Courage</td>
<td>Be open and honest, prepared to express your views, and willing to accept and commit to change</td>
<td>Adept</td>
</tr>
<tr>
<td></td>
<td>Act with Integrity</td>
<td>Be ethical and professional, and uphold and promote the public sector values</td>
<td>Adept</td>
</tr>
<tr>
<td></td>
<td>Value Diversity and Inclusion</td>
<td>Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives</td>
<td>Adept</td>
</tr>
<tr>
<td>Relationships</td>
<td>Commit to Customer Service</td>
<td>Provide customer-focused services in line with public sector and organisational objectives</td>
<td>Adept</td>
</tr>
<tr>
<td></td>
<td>Influence and Negotiate</td>
<td>Gain consensus and commitment from others, and resolve issues and conflicts</td>
<td>Adept</td>
</tr>
<tr>
<td>Results</td>
<td>Plan and Prioritise</td>
<td>Plan to achieve priority outcomes and respond flexibly to changing circumstances</td>
<td>Adept</td>
</tr>
<tr>
<td></td>
<td>Think and Solve Problems</td>
<td>Think, analyse and consider the broader context to develop practical solutions</td>
<td>Advanced</td>
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<tr>
<td>Finance</td>
<td></td>
<td>Understand and apply financial processes to achieve value for money and minimise financial risk</td>
<td>Intermediate</td>
</tr>
<tr>
<td>Business Enablers</td>
<td>Procurement and Contract Management</td>
<td>Understand and apply procurement processes to ensure effective purchasing and contract performance</td>
<td>Intermediate</td>
</tr>
<tr>
<td></td>
<td>Manage and Develop People</td>
<td>Engage and motivate staff, and develop capability and potential in others</td>
<td>Advanced</td>
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<tr>
<td></td>
<td>Manage Reform and Change</td>
<td>Support, promote and champion change, and assist others to engage with change</td>
<td>Adept</td>
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