**Strategy and Performance  
Reporting to: Water Quality Risk & Strategy Manager**

## Position Purpose

To contribute to water quality projects, collate and analyse information and to support the delivery of project outcomes, and put safety first.

## Key Accountabilities

1. **Safety:** Ensure all activities are undertaken with the safety of our people as the number one priority and always role model safe behaviour.
2. **Values:** Behave and make decisions in accordance with WaterNSW Values at all times.
3. Undertake allocated activities and work to support projects within the Water Quality team. Contribute to project delivery, ensure quality of assigned tasks, support strategic programs, and identify improvement opportunities to protect and enhance water quality.
4. Provide technical support and advice, data analysis and interpretation and support with stakeholder management to contribute to the success of projects.
5. Prepare reports for the Water Quality Risk and Strategy team.
6. Collaboratively work with team members in delivering outcomes within agreed timeframes.
7. Contribute to the development of WaterNSW business processes that will enable WaterNSW to deliver outcomes required by stakeholders, regulators, customers and clients.
8. Undertake formal and on the job training and participate in structured placement activities to develop skills across a broad range of areas within WaterNSW.

## Key Challenges

* Prioritising conflicting work demands with strict deadlines and responding effectively to unscheduled short term work variations.

## Significant Internal Relationships

|  |  |
| --- | --- |
| Stakeholder | Purpose of Relationship |
| Water Quality Services | Provision of technical advice and key stakeholders |
| Strategic Research and Innovation Team | Identify research needs, developments and collaborate with the research team as a subject matter expert for the delivery of projects. |

## Delegations, Financial Accountabilities & Freedom to Act

* As defined in WaterNSW Financial Delegations as varied from time to time.

## WaterNSW Leadership & Performance Competencies

|  |  |  |
| --- | --- | --- |
| People | Level |  |
| Communicating with Influence | A | * Uses information, facts and figures to explain an idea or concept. * Presents information in a clear and structured manner, both verbally and in writing, to ensure a positive response from the audience. |
| Customer | Level |  |
| Collaboration & Engagement with Customers and Stakeholders | A | * Builds effective and positive relationships with customers and stakeholders. * Understands customer and stakeholder needs. * Forms strong relationships with immediate networks to achieve results. |
| Partnering & Advice | A | * Draws on own knowledge to provide basic advice to customers. * Uses appropriate questioning techniques to understand the underlying issue for a customer. |
| Business | Level |  |
| Safety and Risk Management | A | * Identifies risks and opportunities and seeks advice accordingly. * Follows policies and procedures relating to the work area. * Identifies safety risks and hazards and implements appropriate controls. * Raises issues and concerns in relation to risks. |
| Analysis & Problem Solving | B | * Defines the extent and cause of the problem through observation and investigation. * Knows when and how to source and use additional information to effectively diagnose the problem and determine suitable solutions. * Considers all possible solutions and seeks input from subject matter experts where appropriate. * Takes necessary action to implement the identified solution. |
| Planning & Delivering Results | A | * Completes work in a timely manner to expected standards. * Identifies issues or roadblocks, looks to solve first and if needed advises upwards. * Plans and organises work by drawing on necessary tools and resources. * Monitors the progress of plans and deliverables. * Identifies more critical and less critical activities; adjusts priorities when appropriate. * Displays drive and a clear focus on achieving results. |

## Mandatory Candidate Requirements

**Qualifications:**

* In the final year of study or have graduated in the last 12 months in one of the following disciplines: Environmental Science, Civil/Environmental/Process Engineering, or a related discipline.
* Master’s and PhD graduates are also eligible to apply.
* Current NSW Drivers Licence.

**Knowledge:**

* An understanding of one or more of the nominated fields:
  + Drinking water quality management principles
  + Aquatic ecosystems, hydrology or hydrogeology
  + Risk management principles
* Demonstrated project analytical and problem-solving skills, with the ability to analyse and interpret complex information and make reasoned judgements.
* Demonstrated project management skills, experience reporting on project and/or program progress metrics risks, issues, and dependencies.
* Written and oral communication skills applicable to technical professionals, client groups, government bodies and the public, together with interpersonal communication and organisational skills.

**Experience:**

* Experience in water quality and/or catchment management.
* Experience in analysing and reporting on complex data sets to inform decision making.

## Favourable Candidate Requirements

* High level written and verbal communication and interpersonal skills
* Experience in working in a team environment and independently when required
* Experience in planning and organising work to meet deadlines.
* Proven initiative, motivation and problem solving skills.
* Experience in the use of project management and document management tools and ability to support the team in their use.

## Pre-Employment Checks Required

* Identification
* Qualifications
* Drivers Licence
* Pre-employment Medical - office based
* Police Check