Role Description
(Line Manager)

Role Title: Branch Head, Major Projects
Classification Level: MAS3
CHRIS Position Number: 

Our Organisation
The Department of Environment, Water and Natural Resources (DEWNR) is committed to providing a highly supportive work environment that values the participation and contribution of every employee in shaping the future of the department. DEWNR is a high performing organisation that encourages excellence, improvement and growth at both an organisational and individual level. Everything we do is underpinned by our core values. Consequently we value and respect our people, we encourage active participation and leadership; we continuously seek to be better and we achieve results.

Purpose
The Water Group is responsible for leading the achievement of the South Australian Government’s priorities in relation to the use, management and conservation of the State’s water resources. The Group delivers this through developing and implementing water related policies, strategies and programs; managing the State’s water licensing and permitting system; leading the operation of the River Murray in South Australia; and overseeing the construction of major infrastructure projects within the South Australian Murray-Darling Basin. The Group has the added specific responsibility for driving the delivery of the Murray-Darling Basin Plan, in full and on-time.

About the Branch
The Major Projects unit comprises three teams that are responsible for the effective design and delivery of a number of high profile and complex projects related to natural resource management in South Australia. These projects include:

- The South Australian Riverland Floodplains Integrated Infrastructure Program (SARFIIP), which aims to deliver a package of environmental works and measures over a four year period in order to improve the long term health of the Riverland floodplains and protect water quality for downstream users.
- The Riverine Recovery Project (RRP), which aims to achieve long term improvements in the health of the riverine environment between the South Australia/Victoria border and Wellington to improve adaptive wetland management.
- The Coorong, Lower Lakes and Murray Mouth Program (CLLMM), which is in its latter stages and was established to address the environmental issues facing the area and develop a long term plan to rebuild a sustainable eco system.

A Strategy and Business team works with all the teams responsible for the above projects in providing all business support and community engagement services relevant to the successful delivery of Major Projects.

About the Role
The Branch Head, Major Projects oversees and provides leadership related to the development, coordination and implementation of SA Murray-Darling Basin focussed infrastructure projects to improve the management of the River Murray in South Australia, including the SARFIIP, RRP and CLLMM projects. The Branch Head, Major Projects works very closely with a range of stakeholders to facilitate the successful implementation and achievement of program/project outcomes in line with funding agreements between the Commonwealth and other State Government Agencies. The role is responsible for overseeing the expenditure of significant-sized project budgets, managing sensitivities related to key stakeholder relations and for providing leadership to program leaders, project staff and business support staff involved in the delivery of major projects, both within and external to the Major Projects Branch. The position is a Member of the DEWNR Leaders Forum and the Water Group Leadership Team and has collective responsibilities to ensure the high performance of the Department.
Key Role Outcomes

- Projects are implemented in collaboration with relevant Branches across the Agency.
- Staff are empowered, motivated and have the required expertise to meet their performance goals.
- Relationships and partnerships are developed and maintained with a diverse range of stakeholders, but in particular with relevant DEWNR Branches and the Commonwealth.
- Projects and programs have a positive profile amongst the community and with key stakeholders.
- Internal and external Boards, Committees and Groups receive accurate and timely advice.
- Strategic and rigorous advice is provided to the Group Executive Director, Water.
- Ministerial briefings, reports and correspondence are prepared and actioned within designated timeframes.
- State and Commonwealth reporting requirements are met.
- Governance processes meet Agency frameworks and reflect funding agreements.

Key Relationships

- Group Executive Director, Water.
- Group Executive Director, Science and Information.
- Director, River Murray Operations.
- Director, Water Policy.
- Director, Finance and Business Services.
- Regional Directors in the SA MDB and SE Regions.
- Director, Environmental Projects Section, DAWR.
- Group Executive Directors, Directors and Managers in other DEWNR Groups.
- Ministers’ offices.
- Other State, Commonwealth and Local Government Departments.
- Community and volunteer groups.

Special Conditions

- May be required to participate in fire management and associated duties.
- This role has been designated as a Position of Trust pursuant to the standards required in the Australian Government Protective Security Policy Framework. By applying for this role you consent to being screened under the process of obtaining a National Police Clearance (NPC), and to the Department requiring you to obtain a National Police Clearance (NPC).
- Current class “C” driver’s licence and willingness and ability to safely operate a 4WD.
- Inter and intrastate and remote area travel is required, including travel in light aircraft.
- Demonstrates ability to work alone and be self-reliant.

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<th>Core Competencies</th>
<th>Elements</th>
<th>Behavioural Indicators</th>
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<td><strong>Shapes Strategic Thinking and changes</strong></td>
<td>- Motivating others</td>
<td>- Consistently influences others to achieve objectives, especially in times of change and difficult situations</td>
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<td>- Leading and Influencing Change</td>
<td>- Advocates for change and continuous improvement in their area of responsibility</td>
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<td>- Thinking Strategically</td>
<td>- Recognises the implications of change on key stakeholders and is adept at working through these in a collaborative way</td>
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<td><strong>Achieves Results</strong></td>
<td>- Maintains a clear sense of strategic intent and direction in a highly political and complex environment</td>
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<td>- Delivering effective outcomes</td>
<td>- Is able to challenge current views and ways of doing business and view issues in new ways to enable a positive change in the way that work is done and/or promotes a way forward</td>
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<td>- Assuming Accountability</td>
<td>- Demonstrates a purpose and persistence in driving for outcomes in programs and projects</td>
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<td>- Fully accepts and wisely exercises the accountabilities and delegations of their position</td>
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### Making Decisions
- Does not blame others for poor outcomes but focuses on reviewing systems, processes and actions to learn and improve performance.
- Foresees and assesses the political impact of decisions as well as the impact on stakeholders.
- Ensures decisions abide by relevant legislation, regulations and policies.

### Drives Business Excellence
- **Directing Resources**
  - Influences effectively how program/project resources are allocated so they are in line with priorities.
  - Delegates responsibilities effectively and establishes clear expectations as well as feedback mechanisms.
  - Implements ongoing performance management and development conversations and processes to provide clarity of role, staff responsibilities and standards.
  - Proactive in building the capability of staff by actively supporting learning and providing regular feedback on performance.
- **Optimising Performance**
  - Can successfully influence a broad range of stakeholders with differing viewpoints towards a common position.
  - Is confident and adept in dealing with a range of diverse internal and external stakeholders.
  - Is able to constructively manage conflict in ways that continues to foster positive future relationships.
  - Is proactive in recognising areas of political sensitivity and risk and taking action towards a mutually beneficial outcome.
  - Pays attention to working collaboratively with a diverse range of internal and external stakeholders for the benefit of the Agency.

### Forges Relationships and Engages Others
- **Influencing and Negotiating**
- **Establishing and Maintaining Networks**
- **Using Political Savvy**
  - Displays flexibility and resilience.
  - Able to maintain focus and momentum in ambiguous or turbulent situations.
  - Deals positively with pressure, consistently maintaining an optimistic outlook and recovering quickly from setbacks.
  - Persistent in the drive to achieve outcomes.

### Exemplifies Personal Drive and Professionalism
- Displays flexibility and resilience.
- Able to maintain focus and momentum in ambiguous or turbulent situations.
- Deals positively with pressure, consistently maintaining an optimistic outlook and recovering quickly from setbacks.
- Persistent in the drive to achieve outcomes.

### Technical, Professional/Knowledge and Experience
- Experience in managing and/or leading the coordination of State wide programs and/or projects.
- Experience in driving cultural change related to the delivery state wide programs and services.
- Proven experience in identifying and delivering strategic and operational outcomes in a highly politically sensitive and complex environment.
- Experience in facilitating the implementation of major infrastructure projects.
- A good understanding of statutory compliance with relevant legal and policy requirements.
- Extensive knowledge of project and financial budget management principles, processes and practice.
- Demonstrated experience in building, leading and managing teams and creating strong healthy workplace culture.
- Experience in working with Project Boards and operating robust governance arrangements.
- Demonstrated performance in collaborating and communicating well with peers and staff.
- A tertiary qualification or experience in Natural Resources Management, Environment Science or Waste Management is desirable.
Work, Health and Safety

Lead workplace safety procedures and programs
- Proactively ensures all direct reports understand workplace health and safety requirements and responsibilities.
- Leads and participates in health and safety discussions in the workplace.
- Identifies hazards, assesses risks and implements procedures for controlling risks.
- Implements procedures for dealing with incidents and emergency events.
- Maintains appropriate workplace safety records.
- Implements procedures for managing injured

Contribute to workplace safety
- Accepts responsibility for own and other’s safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

Corporate Responsibilities
- Demonstrate appropriate and professional workplace behaviours that are in line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to EEO, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the Public Sector Act 2009.
- Actively participate in the Department’s Performance Development and Review Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.