

# Role Description

(Non-Manager)



**Our purpose** – Helping South Australians Conserve, Sustain and Prosper.

**Role Title:** Senior Hydrometric Officer

**Division:** Water and River Murray

**Classification Level:** OPS3

**Branch/Unit:** Water Science and Monitoring /  
Water Resource Monitoring

**CHRIS Position Number:** P57414, P57415

**Reports to (Title):** Team Leader, Riverland

**About the Agency** – [Department for Environment and Water](#)

## About the Role

The Senior Hydrometric Officer is responsible for the collection and entry of hydrological data into information systems; contributing vital information to help the South Australian Government manage potential impacts on its water resources and assets. The role contributes towards complex data analysis and prepares initial reports for each dataset aligning with set standards and procedures. A key component of the role includes responsibility for assisting with the development of plans and reports; contributing to all project outcomes as directed.

## Key Role Outcomes

- Methodologies are developed that support the collection and analysis of valid and reliable data.
- Data is retrieved and stored in accordance with departmental procedures.
- Stakeholders receive accurate first line advice and assistance.
- Technical reports incorporate recommendations that are relevant to the client.
- Software upgrades, models, parameters and procedures are reviewed and maintained.

## Essential Criteria (including qualifications)

**[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]**

- Experience with hydrological monitoring infrastructure/equipment installation, operation or maintenance. Capable of identifying and independently resolving a range of operational issues.
- Working knowledge of water monitoring policy, guidelines and procedures.
- Experience in management and maintenance of data and information.
- Knowledge of and experience in using geographic positioning and other basic survey methods including acoustic monitoring instrumentation technologies.
- Knowledge of and experience in using spreadsheets, relational and spatial database applications.
- Demonstrated ability to work autonomously.
- General knowledge of safe boating practices and working near water.
- Experience in planning, coordinating and delivering minor projects including procuring and installing a wide range of instruments and equipment.
- Indirectly supervising of staff for minor projects and allocated work tasks.

- Demonstrated ability to accurately, clearly and concisely compose documents such as correspondence and report field observations.
- Required to be a State Authorised Officer under the Landscapes South Australia Act 2019.
- A current class “C” driver’s licence and willingness and ability to safely operate a 4wd is essential.

## Desirable Criteria

- An appropriate qualification in hydrography or related discipline is desirable.

## Key Relationships/Interactions

- Maintains close working relationships with other officers in the Water Resources Monitoring Unit and across the Department.
- Provides advice and training to junior field officers and oversees the quality assurance processes of data collected.
- Liaises with a range of internal and external clients, including members of the general public, developers, contracted surveyors, local government agencies, and other SA government departments.
- Supports the Team Leader, Riverland in their absence for day to day functions.

## Special Conditions

- May be required to participate in emergency preparedness, response and recovery activities required by government agencies.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions.
- This role has been identified as a:

Position of trust ☒

Prescribed position ☐

Not applicable ☐

The following screening check(s) is/are required:

- You will be required to provide a valid Nationally Coordinated Criminal History Check prior to being employed, which is required to be renewed every three years before expiry. DEW will cover the cost of renewal.
- May be required to undertake intra or interstate travel for extended periods and work outside of the normal hours of work.

| Core Competencies                            | Elements                                                                                                                        | Behavioural Indicators                                                                                                                                                                                             |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Shapes Strategic Thinking and changes</b> | <ul style="list-style-type: none"> <li>• Thinking and Acting Strategically</li> <li>• Leading and Influencing Change</li> </ul> | <ul style="list-style-type: none"> <li>• Raises potential options for consideration arising from research analysis.</li> <li>• Is comfortable in integrating changes within own area of responsibility.</li> </ul> |
| <b>Achieves Results</b>                      | <ul style="list-style-type: none"> <li>• Making Decisions</li> </ul>                                                            | <ul style="list-style-type: none"> <li>• Looks at information available and analyses key risks and benefits before making a decision.</li> </ul>                                                                   |

|                                                       |                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                       | <ul style="list-style-type: none"> <li>• Assuming Accountability</li> </ul>                                                                                                                                | <ul style="list-style-type: none"> <li>• Makes timely decisions for their area of responsibility.</li> <li>• Knows when to seek further information, clarify issues or involve others in the decision making process.</li> <li>• Willingly accepts responsibility for own work.</li> </ul>                                                                                                                                                   |
| <b>Drives Business Excellence</b>                     | <ul style="list-style-type: none"> <li>• Promoting Customer Service</li> <li>• Facilitating Quality and Continuous Improvement</li> <li>• Optimising Performance</li> <li>• Directing Resources</li> </ul> | <ul style="list-style-type: none"> <li>• Gathers feedback from customers to assist in continually improving service delivery.</li> <li>• Acts as a role model by striving to deliver quality outcomes even when under pressure.</li> <li>• Has a good understanding of team members' skills and strengths and uses this knowledge to achieve tasks effectively.</li> <li>• Re-negotiates timeframes when unexpected issues arise.</li> </ul> |
| <b>Forges Relationships and Engages Others</b>        | <ul style="list-style-type: none"> <li>• Influencing and Negotiating</li> </ul>                                                                                                                            | <ul style="list-style-type: none"> <li>• Effectively gains buy-in across a range of levels internally upwards, sideways and downwards – and achieve positive outcomes.</li> </ul>                                                                                                                                                                                                                                                            |
| <b>Exemplifies Personal Drive and Professionalism</b> | <ul style="list-style-type: none"> <li>• Displaying Flexibility and Resilience</li> </ul>                                                                                                                  | <ul style="list-style-type: none"> <li>• Presents a positive and composed manner even in stressful situations.</li> <li>• Is flexible in handling changing priorities.</li> </ul>                                                                                                                                                                                                                                                            |

## Work Health and Safety

### Contribute to workplace safety

- Accepts responsibility for own and others 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](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- Actively participate in the Department's Performance Review and Development Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people always adhering to the Child Safe Environment Policy and Procedure & Guideline.

|                                                 |            |                        |                   |
|-------------------------------------------------|------------|------------------------|-------------------|
| Date Delegate approved original classification: | 27/09/2022 | Original Class method: | Full / Comparison |
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| Updated: | RD Update only | Date this version approved by delegate: | 26/02/2026 |
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Approved