

Role Description

Disaster Recovery Intelligence Officer

Role Description Fields	Details
Department/Agency	NSW Reconstruction Authority
Division/Branch/Unit	Programs, Grants and Partnerships / Recovery Strategy and Capability
Role number	TBC
Classification/Grade/Band	Clerk Grade 7/8
Senior executive work level standards	Not Applicable
OSCA Code	511112
PCAT Code	1119192
Date of Approval	06 July 2026
Agency Website	https://www.nsw.gov.au/departments-and-agencies/nsw-reconstruction-authority

Agency overview

The NSW Reconstruction Authority (RA) is an executive agency within the Premier's Department, established to strengthen the State's capability to anticipate, withstand, and recover from disasters.

The RA plays a central leadership role in shaping how New South Wales prepares for and responds to disruptive events. This includes driving strategic planning and preparedness across government, industry, and communities to reduce disaster risk and minimise impacts before they occur.

In the aftermath of disasters, the RA leads the coordination of recovery and reconstruction efforts, ensuring rapid mobilisation, clear accountability, and alignment across agencies and stakeholders. The Authority works to restore communities efficiently and effectively, while embedding resilience to support faster, more sustainable recovery for New South Wales.

Primary purpose of the role

The Disaster Recovery Intelligence Officer performs intelligence, research and support activities to contribute to the development and delivery of a range of recovery operational, policy and capability building objectives.

Key accountabilities

- Establish and maintain intelligence collection systems by identifying key information sources and building strong stakeholder relationships across hazard and recovery environments.
- Collect, collate and analyse information to identify emerging risks, trends and strategic implications impacting recovery outcomes and organisational priorities.
- Partner with recovery teams to anticipate implications and deliver timely, accurate intelligence products to support operational and strategic decision-making.
- Design and enhance intelligence tools, dashboards (including Power BI) and processes to improve situational awareness, coordination and organisational capability.

- Provide expert advice, technical support and capability uplift in intelligence analysis, critical thinking, data interpretation and strategic writing across the organisation.
- Undertake research, prepare high-quality briefs and coordinate stakeholder engagement activities, including working groups and consultations, to support informed decision-making and project delivery.
- Work closely with recovery staff to provide and anticipate recovery implications and opportunities and prepare concise, meaningful and timely intelligence products for the RA executive and broader staff.
- Research across national and international emergency management environments to identify and report on opportunities for improvement and mitigation strategies and provide general administrative, policy and project support to the Branch, including the Natural Disaster Declaration process.

Key challenges

- Managing multiple inputs from key stakeholders, including clarification of matters and ensuring required actions are completed to agreed timelines in an environment of competing priorities.
- Balance competing demands in both an operational and business as usual environment whilst providing quality services in a pressured / high volume and sensitive work environment and providing clear, insightful analysis and advice under pressure, against short deadlines and competing priorities to a wide range of non-technical audiences.
- Maintain contemporary knowledge of relevant legislation and policies, best practice and emerging issues in emergency management with a focus on disaster recovery.

Key relationships

Internal

Who	Why
Manager	• Provide advice and contribute to decision making regarding projects and issues • Escalate issues and propose solutions • Receive guidance and provide regular updates on projects, issues and priorities
Work Team	• Guide, support, coach and mentor team members • Support team members and work collaboratively to contribute to achieving team outcomes
Stakeholders	• Develop and maintain effective relationships and open channels of communication • Exchange information and respond to enquiries

External

Who	Why
Stakeholders	• Develop and maintain effective relationships and open channels of communication • Exchange information and respond to enquiries

Role dimensions

Decision making

- The role has autonomy in coordinating and managing their work and makes decisions on matters under their direct control. The role has discretion in deciding how a task will be conducted, including decisions on who to consult, both within and outside the organisation.
- Submits reports, analyses, briefings and other forms of written advice in final form with minimal input required from the executive or manager.
- In matters that are sensitive, high-risk, or business-critical, the role consults with team members and manager to agree on a suitable course of action.

Reporting line

Manager

Direct reports

Nil

Budget/Expenditure

- Financial Delegation: As per agency financial delegations.
- Administrative Delegation: As per agency delegations' manual.

Key knowledge and experience

- Demonstrated understanding and knowledge of the intelligence cycle
- Demonstrated computer literacy in Microsoft Excel and PowerBI to an intermediate level
- Experience working within operational teams

Essential requirements

- Tertiary qualification and/or relevant knowledge and experience.
- Willingness to deploy for short periods to locations outside of the Sydney area including (but not limited to) the State Control Centre in Wollongong, or work from other locations in Sydney such as the State Emergency Operations Centre as directed during disaster events.

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.

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Manage Self Be persistent, self-reflect and commit to learning	- Keep up to date with contemporary knowledge and practices - Seek and take advantage of opportunities to learn and apply new skills - Commit to achieving challenging goals - Seek and respond positively to constructive feedback and advice - Examine and reflect on your performance	Adept
 Relationships	Communicate Effectively Communicate clearly, pay attention to others and respond with understanding and respect	- Tailor communication to suit the needs, backgrounds and perspectives of diverse audiences and address barriers to participation - Clearly explain complex ideas and arguments to individuals and groups - Create opportunities for others to contribute - Share information with other teams and business units to enable informed decision-making - Write clearly and concisely in a range of styles and formats - Use contemporary communication channels to share information, engage and interact with diverse audiences - Pay attention and encourage others to express their views	Adept
 Results	Deliver Results Achieve results by using resources efficiently and committing to quality outcomes	- Use your own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes - Ensure staff understand expected goals and acknowledge staff success in achieving these - Identify the resources people need and ensure goals are achieved within budget and on time - Use business data to evaluate outcomes and inform continuous improvement - Identify priorities that need to change and ensure the way resources are allocated meets new business needs - Ensure you budget for and clearly state the financial impacts of new priorities	Adept
 Results	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	- Understand a problem or explore an opportunity by finding data that is relevant, trustworthy and high quality - Research and analyse information to make recommendations based on relevant evidence	Intermediate

Capability group/sets	Capability name	Behavioural indicators	Level
		- Identify and find appropriate solutions for issues that may stop people from completing their tasks - Be willing to seek others' input and share your ideas to achieve best outcomes - Come up with ideas and identify ways to improve systems and processes to meet organisational and customer needs	
 Business Enablers	Project Management Understand and use effective ways to plan, coordinate and control projects	- Understand all components of the project management process, including the need for change management to achieve 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 with stakeholders, including people with lived experience to inform the project strategy - Communicate the project's objectives and its expected benefits - Monitor the completion of project milestones against goals and take steps to address any problems - Evaluate progress and identify improvements to inform future projects	Adept

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identify 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
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
 Personal Attributes	Value Diversity and Inclusion	Be inclusive and respect diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
 Results	Demonstrate Accountability	Be proactive and responsible for your actions, and follow legislation, policy and guidelines	Intermediate

Capability group/sets	Capability name	Description	Level
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
 Business Enablers	Technology	Understand and use available technology to maximise efficiencies and effectiveness	Intermediate
 Business Enablers	Procurement and Contract Management	Understand and use procurement processes to ensure effective purchasing and contract performance	Foundational