



Role Description

Senior Project Officer - Aboriginal Languages

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| Agency | Department of Education |
| Division/Branch/Unit | Policy & Reform |
| Location | Various locations |
| Classification/Grade/Band | Grade 9/10 |
| Kind of Employment | Temporary up to 12 months with the possibility of extension |
| Role Number | 197464 |
| ANZSCO Code | 224412 |
| PCAT Code | 1119192 |
| Date of Approval | 4 July 2018 |
| Agency Website | http://www.dec.nsw.gov.au/ |

Aboriginal Affairs works with Aboriginal communities to promote social, economic and cultural well-being through Opportunity, Choice, Healing, Responsibility and Empowerment (OCHRE). We implement OCHRE, the NSW Government's community focused plan for Aboriginal affairs, establish partnerships for economic development, support effective Aboriginal governance and strengthen cultural identity and language.

Aboriginal Affairs has four key functions:

1. Governance and capacity building: To strengthen Aboriginal community leadership and governance to drive improved service delivery and greater local accountability.
2. Economic prosperity: To realise future opportunities for improved economic and social prosperity for Aboriginal communities.
3. Culture and healing: To support cohesive Aboriginal communities which have confidence in their own cultures.
4. Leadership in government on Aboriginal Affairs: To lead policy debate and reform to address complex cross-cluster issues.

Aboriginal Affairs is led by an Aboriginal Head of Agency and is supported by four Directorates:

- Policy and Reform
- Community and Economic Development
- Regional Coordination
- Strategy and Coordination.

In December 2015, the Head of Aboriginal Affairs released the agency's 2016-2019 Strategic Plan which can be found at: <http://aboriginalaffairs.nsw.gov.au/wp-content/uploads/2012/10/AA-Strat-Plan-2016-19.pdf>

For further information about Aboriginal Affairs, please visit: www.aboriginalaffairs.nsw.gov.au

Primary purpose of the role

The role will manage projects associated with the establishment phase of the NSW Aboriginal Languages Act 2017 and assist governance groups to establish the Aboriginal Languages Trust.

Key accountabilities

- Manage and oversee implementation of consultation projects including monitoring project plan, coordinating resources, managing budgets and preparing reports on progress.
- Maintain a range of collaborative networks across the Department and Aboriginal Affairs to monitor and support all aspects of the delivery of Aboriginal Affairs activities and initiatives.
- Provide timely advice and communication to key stakeholders across the Department/Agency regarding project status and implementation issues.
- Provide high level advice and support to project team members in undertaking tasks and implementing project plans as required.
- Prepare a range of project related documents to key stakeholders as required, including status updates, reports, budget and discussion papers.
- Contribute to the development of project management methodologies and process across the Department/Agency.
- Support cultural expression by Aboriginal communities, to enhance their strength, identity and wellbeing.

Key relationships

| Who | Why (i.e. purpose of the relationship) |
|--|--|
| Internal | |
| Director Policy & Reform Principal Policy Officer | <ul style="list-style-type: none">• Receive guidance from and provide advice on the implementation, management and reporting of projects and activities. |
| Regional and Agency staff | <ul style="list-style-type: none">• Develop and maintain effective working relationships and open channels of communication to liaise, consult, engage and/or participate on policy/program/project initiatives. |
| External | |
| Community members and external stakeholders | <ul style="list-style-type: none">• Develop and maintain effective working relationships and open channels of communication to facilitate liaison, consultation, engagement and facilitate a coordinated and cooperative approach and broker solutions in response to significant issues or to leverage emerging opportunities, consistent with community priorities and aspirations.• Represent the Agency's position on Aboriginal affairs• As required, convene, lead and/or attend working parties and committees to provide guidance and support. |

Role dimensions

Decision making

This Senior Project Officer:

- works within a broad framework of legislative requirements, strategic plans, priorities and goals
- provides accurate and timely advice and recommendations that are generally reviewed by the role supervisor prior to implementation
- Shares accountability for the delivery of work assignments on time, within budget, and to expectations in terms of quality, deliverables and outcomes
- refers to a supervisor decisions that require significant change to project outcomes or timeframes; are likely to escalate or create substantial or contentious precedent; require a higher administrative delegation or submission to a higher level of management.
- plans, leads and organises the work of teams to achieve agreed objectives and performance criteria, within approved work and project plans, as required
- allocates work to team members and monitors progress as required submits reports, briefings and other forms of written advice in final form with minimum input required by the supervisor
- May represent the AA at meetings and/or forums attended by stakeholder.

Reporting line

The Senior Project Officer reports to the Principal Project Officer.

Direct reports

The Senior Project Officer may directly supervise up to four direct reports.

Budget/Expenditure






The Senior Project Officer has a financial delegation to incur expenditure to a limit of \$50,000. The position holder must obtain prior approval from the appropriate delegate and budget holder before incurring expenses.

Essential requirements

- Current NSW Drivers licence.
- Demonstrated ability to communicate sensitively and effectively with, and understand issues impacting on Aboriginal and Torres Strait Islander peoples.

Capabilities for the role

The capabilities for the role are obtained from the [NSW Public Sector Capability Framework](#) .

| NSW Public Sector Capability Framework | | |
|---|-------------------------------------|---------------------------------------|
| Capability Group | Capability Name | Level (refer to Capability Framework) |
|  Personal Attributes | Display Resilience and Courage | Adept |
| | Act with Integrity | Intermediate |
| | Manage Self | Adept |
| | Value Diversity | Intermediate |
|  Relationships | Communicate Effectively | Adept |
| | Commit to Customer Service | Intermediate |
| | Work Collaboratively | Advanced |
| | Influence and Negotiate | Adept |
|  Results | Deliver Results | Intermediate |
| | Plan and Prioritise | Adept |
| | Think and Solve Problems | Adept |
| | Demonstrate Accountability | Adept |
|  Business Enablers | Finance | Intermediate |
| | Technology | Intermediate |
| | Procurement and Contract Management | Intermediate |
| | Project Management | Adept |
|  People Management | Manage and Develop People | Adept |
| | Inspire Direction and Purpose | Intermediate |
| | Optimise Business Outcomes | Intermediate |
| | Manage Reform and Change | Intermediate |

Focus capabilities for the Role

| NSW PUBLIC SECTOR CAPABILITY FRAMEWORK | | |
|---|-------|--|
| CAPABILITY GROUP AND NAME | LEVEL | BEHAVIOURAL INDICATORS |
| Personal Attributes Manage Self | Adept | <ul style="list-style-type: none"> Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate a high level of personal motivation |

| | | |
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| Relationships Communicate Effectively | Adept | <ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and group • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats |
| Relationships Work Collaboratively | Adept | <ul style="list-style-type: none"> • Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work |
| Relationships Influence and Negotiate | Adept | <ul style="list-style-type: none"> • Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict |
| Results Deliver Results | Intermediate | <ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocations of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required |
| Business Enablers Project Management | Adept | <ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects |
| People Management Manage and develop people | Adept | <ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcomes. • Negotiate clear performance standards and monitor progress. • Develop team/unit plans that take into account team capability, strengths and opportunities for development. • Provide regular constructive feedback to build on strengths and achieve results. • Address and resolve team and individual performance in a timely and effective way. • Monitor and report on performance of team in line with established performance development frameworks. |

