

Role Description

Senior Policy Officer

Cluster/Agency	Department of Education
Division/Unit	Early Childhood Education
Location	Parramatta
Classification/Grade/Band	Clerk Grade 9/10
Kind of Employment	Temporary
ANZSCO Code	224412
Role Number	209148, 209149
PCAT Code	1119192
Date of Approval	March 2019
Agency Website	www.dec.nsw.gov.au

Overview

The NSW Department of Education serves the community by leading the provision of world-class education. The Department protects young children by regulating preschool and long day care providers. Once children move into school, we provide them with a world-class primary and secondary education. We also work to advance the wellbeing of Aboriginal people.

Located with the Department of Education (DoE), the Early Childhood Education (ECE) Directorate administers several programs and funding streams designed to meet the goals of the National Partnership Agreement on Universal Access to Early Childhood Education and the National Quality Framework, with a focus on improved participation of children from Aboriginal and low income backgrounds.

As a regulatory authority under the national regulatory arrangements for education and care services, the Directorate regulates approximately 5,500 services across the state, including family day care, preschools, long day care and outside school hours care. For services regulated under the National Quality Framework, this includes a process of assessment and quality rating by regional staff against the seven quality areas that make up the National Quality Standard.

Primary purpose of the role

This is a Senior Policy Officer role in the Policy and Practice team within the Regulatory, Strategy and Performance Unit.

The role is responsible for the provision of senior level policy advice and project management.

The Policy and Practice team:

- supports best practice regulation by the department of the NSW education and care services sector,
- supports quality improvement and regulatory compliance in education and care services, and
- provides advice on strategic state and national regulatory policy issues in collaboration with the Regulatory Policy team

Key accountabilities

- Prepare quality evidence-based briefs, proposals, correspondence and reports for the Director, Executive Director, Deputy Secretary, the Secretary and the Minister.
- Prepare regulatory and quality guidance material for Regulatory Authority staff and the sector in collaboration with the Communications and Engagement team, Legal advice and Legislation team and operational subject matter experts.
- Support the implementation of new regulatory policies and procedures including building staff capability to ensure effective and consistent implementation.
- Undertake reviews and analysis of regulatory operations and activities to identify opportunities for improvements to support best practice regulation.
- Develop and maintain effective relationships with sector stakeholders to support the Directorate's overarching stakeholder engagement strategies.
- Represent the Directorate at network groups and forums to seek and provide information to enhance the knowledge and performance of the sector and to inform policy and program development.
- Contribute to the development of innovative policy proposals taking into account the legislative and regulatory frameworks, socioeconomic factors impacting on the sector and stakeholder views to ensure new and innovative approaches to successful early childhood education strategic and regulatory policy.
- Represent the Directorate at stakeholder forums to provide information and undertake consultation to inform strategic and operational consul

Key challenges

- Developing policy proposals in areas of great complexity and considering a diversity of viewpoints to produce workable and effective proposals within tight timeframes.
- Presenting at meetings, forums and other events on complex and/or contentious issues
- Maintaining currency of knowledge around education and care policy, legal and regulatory frameworks

Key relationships

Who	Why
Internal	
ECE Directorate Executive	<ul style="list-style-type: none">• Provide advice to support the development of strategic and regulatory policy and initiatives
Other areas of the Department for Education	<ul style="list-style-type: none">• Maintain effective relationships and networks to foster collaboration, consultation and engagement on strategic and regulatory policy and initiatives
External	
Broader government stakeholders and the ECE sector	<ul style="list-style-type: none">• Develop and maintain effective working relationships to facilitate collaboration, consultation and engagement on strategic and regulatory policy and initiatives• Support working parties and major committees

Role dimensions

Decision making

This role:

- acts independently with regards to the provision of strategic and regulatory policy advice and delivers high quality work on time and within budget
- acts independently and uses initiative in performing the role's core work functions
- consults with the Manager in relation to decisions that have resource implications, far reaching implications, are contentious and/or are likely to have an impact on stakeholders.

Reporting line

The role reports to the Manager Policy and Practice.

Direct reports

The role has no direct reports

Budget/Expenditure

TBC

Essential requirements

Knowledge of and commitment to the Department's Aboriginal education policies.

Desirable requirements

Experience in state or federal government policy development





Relevant tertiary qualifications, such as Law, Early Childhood Teaching, and/or Communications.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes	Adept	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical and professional way and encourage others to do so Demonstrate professionalism to support a culture of integrity within the team/unit Set an example for others to follow and identify and explain ethical issues
Act with Integrity		

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
	Advanced	<ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • 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
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Build a culture of respect and understanding across the organisation • Recognise outcomes which resulted from effective collaboration between teams • Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government • Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
	Advanced	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Understand the links between the business unit, organisation and the whole-of-government agenda • Ensure business plan goals are clear and appropriate including contingency provisions • Monitor progress of initiatives and make necessary adjustments • Anticipate and assess the impact of changes, such as government policy/economic conditions, to business plans and initiatives, and respond appropriately • Consider the implications of a wide range of complex issues, and shift business priorities when necessary • Undertake planning to transition the organisation through change initiatives and evaluate progress and outcome to inform future planning
	Advanced	<ul style="list-style-type: none"> • Understand the links between the business unit, organisation and the whole-of-government agenda • Ensure business plan goals are clear and appropriate including contingency provisions • Monitor progress of initiatives and make necessary adjustments • Anticipate and assess the impact of changes, such as government policy/economic conditions, to business plans and initiatives, and respond appropriately • Consider the implications of a wide range of complex issues, and shift business priorities when necessary • Undertake planning to transition the organisation through change initiatives and evaluate progress and outcome to inform future planning

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Business Enablers Technology	Adept	<ul style="list-style-type: none"> • Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business • Support compliance with the records, information and knowledge management requirements of the organisation
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