

Role Description

Advisor, Cabinet

Cluster	Department of Premier and Cabinet
Department/Agency	Department of Premier and Cabinet
Division/Branch/Unit	Governance Group / Cabinet Branch
Location	Sydney CBD
Classification/Grade/Band	Clerk Grade 7/8
Kind of Employment	Ongoing
ANZSCO Code	531111
Role Number	Various
PCAT Code	1221554
Date of Approval	January 2019
Agency Website	www.dpc.nsw.gov.au

Agency Overview

The NSW Department of Premier and Cabinet (DPC) is the lead central agency in the NSW Government. Our mission is to enhance the lives of the people of NSW by driving priorities, brokering outcomes and delivering programs and services.

We support the Premier and Deputy Premier, the Cabinet, Ministers and agencies by coordinating policies and services across government. We lead policy development, provide innovative ideas and support Government plans and projects.

Working with us will give you a broad overview in areas such as public policy formulation, public administration and state administrative matters and an opportunity to be involved in a range of state-wide policies, issues and projects.

For more information go to http://www.dpc.nsw.gov.au/about/about_the_department.

Primary purpose of the role

The Advisor, Cabinet, provides timely, high level assistance to assigned areas of Cabinet and Committee operations, policy and project work, as well as support to the Associate Director, Cabinet, and the broader work team. The Advisor, Cabinet, undertakes their work to ensure effective coordination of consultation and that management support and sound advice is provided to internal and external stakeholders, across the department, cluster and government sector.

Key accountabilities

- Provide support arrangements for Cabinet, Committees and, if required, related Senior Officer Groups in accordance with Cabinet practice, including the coordination of proposal and forward agenda processes, preparation of meeting agendas and decisions, scheduling of meetings, and the collation and delivery of Cabinet papers and folders within specified timeframes
- Analyse Cabinet and Committee proposals, review submissions or proposed initiatives and related advice to ensure adherence to guidelines and compliance with required standards, soundness and feasibility and to coordinate and/or provide sound advice for senior executives, Ministers and the Premier in relation to Cabinet documents, processes and practice within specified timeframes

- Develop and maintain effective working relationships and communications with internal and external stakeholders, including advising and consulting those participating in Cabinet processes to ensure their contribution to the effective functioning of Cabinet and Committees
- Undertake research and quality analysis in assigned portfolio areas and prepare briefs and reports to support DPC in meeting its commitments in respect to the NSW Government's public policy program, delivery on state significant projects or service delivery reform
- Assist with administration and use of the eCabinet IT system, including undertaking testing of the system, approving and providing access rights and user set-up, managing records, uploading documents, actioning tasks and generating reports
- Provide timely support to peers including representing the branch and undertaking special projects and related assignments where required
- Ensure the confidentiality and security of Cabinet documents, and compliance with relevant Cabinet protocols, including oversight and archiving of meeting papers, receiving returns of Cabinet documents, and use of appropriate protocol/s for destruction

Key challenges

- Ensuring effectiveness of the eCabinet system and that all information and advice concerning the Cabinet process is consistent and accurate and that confidentiality is maintained in respect to the distribution of Cabinet documents and information
- Ensuring the confidentiality and security of Cabinet documents, and compliance with relevant Cabinet protocols, procedures and required deadlines of Cabinet documents
- Working effectively and flexibly as a member of a team, understanding overall work priorities and appreciating the differing contributions of team members, balancing numerous and often competing demands and negotiating workable timeframes with team members
- Meeting demands and expectations of the Cabinet process in a high-volume work environment, with competing priorities and deadlines which are often changing and unpredictable
- Providing advice for ministerial, departmental and agency staff on Cabinet documentation and processes and being accountable for the content, accuracy, timeliness, reliability and quality of advice and work provided for the Cabinet process

Key relationships

Who	Why
Internal	
Director, Cabinet; Associate Directors, Cabinet and DPC executives	<ul style="list-style-type: none"> • Participate in discussions and decisions regarding Cabinet operations and project and policy work • Escalate issues and propose solutions • Receive guidance and provide regular updates on key tasks, issues and priorities
Work team	<ul style="list-style-type: none"> • Support team members and work collaboratively to contribute to achieving team outcomes • Provide and receive feedback • Participate in meetings, share information and provide input on issues

Who	Why
Stakeholders	<ul style="list-style-type: none"> Respond to enquiries Develop and maintain effective working relationships and open channels of communication Report and provide updates on Cabinet operations
External	
Office of the Premier and ministerial Offices and NSW public sector agencies	<ul style="list-style-type: none"> Respond to enquiries Develop and maintain effective working relationships and open channels of communication Report and provide updates on Cabinet operations
Cabinet liaison staff in other agencies	<ul style="list-style-type: none"> Respond to enquiries Develop and maintain effective working relationships and open channels of communication Provide ongoing policy coordination and support to and including advising, educating and training on Cabinet processes and compliance matters
Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements

Role dimensions

Decision making

Decisions which are made by the role holder include:

- Setting day to day work priorities within work programs and pre-determined timelines
- Identifying issues that require urgent referral to or consultation with more senior officers
- Taking active ownership of their own work and the work of the team. This role does not have line management responsibilities but is from time to time required to guide staff.

Decisions referred to a supervisor include:

- Issues with the potential to escalate or create precedent, matters requiring a higher administrative or financial delegation or submission to a higher level of management.
- Any decision that will substantially alter the outcomes or timeframe of agreed protocols.
- Any major conflicts or issues that arise in the course of such interaction.

Reporting line





The Advisor, Cabinet, reports to the Associate Director, Cabinet.

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	Intermediate
	Act with Integrity	Adept
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Foundational

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 Display Resilience & Courage	Intermediate	<ul style="list-style-type: none"> Be flexible and adaptable and respond quickly when situations change Offer own opinion and raise challenging issues Listen when ideas are challenged and respond in a reasonable way Work through challenges Stay calm and focused in the face of challenging situations
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> Behave in an honest, ethical and professional way Take opportunities to clarify understanding of ethical behaviour requirements

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Identify and follow legislation, rules, policies, guidelines and codes of conduct that apply to your role Speak out against misconduct, illegal and inappropriate behaviour Report apparent conflicts of interest
Relationships Communicate Effectively	Adept	<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
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Build a supportive and co-operative team environment Share information and learning across teams Acknowledge outcomes which were achieved by effective collaboration Engage other teams/units to share information and solve issues and problems jointly Support others in challenging situations
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 allocation of responsibilities and resources to ensure achievement of team/unit goals Seek and apply specialist advice when required
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> Understand the team/unit objectives and align operational activities accordingly Initiate, and develop team goals and plans and use feedback to inform future planning Respond proactively to changing circumstances and adjust plans and schedules when necessary Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals Accommodate and respond with initiative to changing priorities and operating environments
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> Apply computer applications that enable performance of more complex tasks Apply practical skills in the use of relevant technology Make effective use of records, information and knowledge management functions and systems Understand and comply with information and communications security and acceptable use policies

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies