

Role Description

Senior Executive Advisor

Cluster	Department of Premier and Cabinet
Department/Agency	Western City and Aerotropolis Authority
Location	Parramatta
Classification/Grade/Band	Clerk Grade 9/10
Kind of Employment	Ongoing
ANZSCO Code	132111
PCAT Code	
Date of Approval	March 2019
Agency Website	www.wcaa.sydney

Agency Overview

The Western City & Aerotropolis Authority (WCAA) was created by NSW legislation in late 2018 to facilitate the design and delivery of the Western Sydney Aerotropolis and support the growth of the Western Parkland City. Established under the Western Sydney City Deal, which was signed by all three tiers of government in March 2018, the Authority will begin by designing and overseeing delivery of the metropolitan centre of the Aerotropolis, to be established on 114 hectares of Australian Government land at Bringelly.

The Western Sydney Aerotropolis will be a global employment centre attracting international investment and delivering jobs, education opportunities, and enhanced liveability for all residents of the Western Parkland City.

The WCAA is leading master planning and delivery of the Aerotropolis and will undertake planning for key strategic sites across the Western Parkland City in collaboration with the councils of the Western Parkland City. The Aerotropolis will be the catalyst for creating the 200,000 jobs committed to by the three levels of government when creating the Western Parkland City through the Western Sydney City Deal.

The Authority reports to a Board and the Minister for Western Sydney and sits in the Department of Premier & Cabinet cluster. For more information please visit <https://www.wcaa.sydney/>

Primary purpose of the role

The Senior Executive Advisor is responsible for providing management of and advice on strategic, technical and operational issues and managing and coordinating the activities of the Office of the Chief Executive. The Senior Executive Advisor also leads projects within and across the WCAA and with key stakeholders.

Key accountabilities

- Provide advice and support to the Chief Executive Officer and the senior executive team on a range of management and operational issues to assist the WCAA to meet its business objectives.
- Prepare and coordinate strategic advice, information, and reports on a diverse and complex range of stakeholder engagement, policy, planning and technical matters relating to the WCAA.
- Manage, coordinate and monitor projects for the Office of the Chief Executive. Prepare briefs, reports and maintain effective communication and information sharing with stakeholders to ensure project outcomes are met.

- Prepare, coordinate and review submissions, briefing notes, reports and correspondence on complex issues, business priorities and operational issues, including Cabinet submissions and matters for discussion with the Minister, the Chief Executive Officer and other key public and private sector stakeholders.
- Prepare presentations and speaking materials for the CEO, in conjunction with both the Communications & Engagement and the Strategy & Research functions, that are well researched, appropriate for the audience and based in fact and evidence.
- Undertake quality assurance of material submitted to the CEO to ensure WCAA provides coordinated, accurate and well analysed advice and information to the WCAA Board, the NSW Government, Federal Government, and, where appropriate, to its Ministers and other relevant stakeholders.
- Assist the Secretariat for the WCAA Board, committees of the Board, and other executive meetings as required, liaising with other stakeholders and providing secretariat and support functions to the Chief Executive Officer.
- Manage stakeholder relationships by developing and maintaining positive working relationships and networks with Ministerial offices, other agencies, executive management of public and private sector bodies and industry representatives.

Key challenges

- Manage complex and sensitive policy and operational issues and provide considered advice and solutions, given the wide range of functions and activities with which the WCAA deals with and the need to integrate varying perspectives. This may be within short timeframes and with competing interests and priorities.
- Ability to exercise judgement, analyse and interpret complex information, evaluate impacts which may be operational, political and/or policy and determine appropriate responses in a short timeframe.
- Developing and maintaining constructive stakeholder relationships and utilising these relationships to ensure comprehensive and objective information to enable responding appropriately to contentious and emerging issues.
- Dealing with new issues and developing new management positions given the constantly changing political, economic and policy framework and the complexity and scope of the work of the WCAA.

Key relationships

Who	Why
Ministerial	
Ministerial Offices	<ul style="list-style-type: none"> • Contribute to timely and accurate advice in response to requests for information.
Internal	
Chief Executive Officer	<ul style="list-style-type: none"> • To provide support and expert advice on a wide range of issues affecting the WCAA.
Executive Directors and Directors	<ul style="list-style-type: none"> • Develop open channels of communication to liaise, engage and consult • Coordinate responses to emerging issues across the WCAA • Coordinate projects for the Office of the Chief Executive • Influence others to deliver on WCAA objectives and goals

Who	Why
	<ul style="list-style-type: none"> • Represent the interests of the Chief Executive.
Work team	<ul style="list-style-type: none"> • Manage the effective functioning of the Office of the Chief Executive
External	
Industry & community stakeholders, and State and Commonwealth Government agencies	<ul style="list-style-type: none"> • Represent the Chief Executive Officer and WCAA when liaising with stakeholders and participating in working groups • Develop and maintain effective working relationships and open channels of communication • Participate in forums, groups and discussions to share information, represent the Office and obtain feedback regarding corporate initiatives • Share information regarding the development and implementation of policy, program and regulatory approaches to improve consistency across Government.

Role dimensions

Decision making

The role has a high level of autonomy and is fully accountable for the delivery of advice, work assignments and projects.

Reporting line

The Senior Executive Advisor reports to the Chief Executive Officer.

Direct reports

Number of staff reporting directly: Nil

Budget/Expenditure

Financial Delegation: Nil

Administrative Delegation: Nil

Essential requirements

- Demonstrated political astuteness, sensitivity and awareness of processes.
- Appropriate tertiary qualifications or demonstrated, equivalent, relevant professional experience.





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

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	
Display Resilience and Courage		<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change Give frank and honest feedback/advice Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively Raise and work through challenging issues and seek alternatives Keep control of own emotions and stay calm under pressure and in challenging situations
Personal Attributes	Adept	
Act with Integrity		<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 Ensure that others understand the legislation and policy framework

NSW Public Sector Capability Framework

Group and Capability Level		Behavioural Indicators
		<p>within which they operate</p> <ul style="list-style-type: none"> Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> Present with credibility, engage varied audiences and test levels of understanding Translate technical and complex information concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Actively listen and encourage others to contribute inputs Adjust style and approach to optimise outcomes Write fluently and persuasively in a range of styles and formats
Relationships Commit to customer service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure responsiveness to their needs Identify customer service needs and implement solutions Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> Negotiate from an informed and credible position Lead and facilitate productive discussions 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	Adept	<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

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 options • 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 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