

Role Description

Senior Policy Officer (Aboriginal Family Wellbeing and Violence Prevention)

Cluster	NSW Health
Agency	Ministry of Health
Division/Branch/Unit	Strategy and Resources/Health and Social Policy Branch/Prevention & Response to Violence, Abuse and Neglect
Location	North Sydney
Classification/Grade/Band	Clerk Grade 9/10
Kind of Employment	Ongoing
Role Number	657436
ANZSCO Code	224412
PCAT Code	2331192
Date of Approval	March 2017
Agency Website	www.health.nsw.gov.au

Agency overview

For more information go to www.health.nsw.gov.au

Primary purpose of the role

Develop and support the implementation of best practice policies, programs, projects, and activities for the Ministry of Health, public health organisations, and related government agencies and provide policy advice to support the achievement of NSW Health's objectives in relation to Aboriginal family wellbeing and violence prevention.

Key accountabilities

- Manage and undertake policy and program development, review and evaluation of projects for the NSW Health Service, the Ministry of Health, and related government agencies to address current and emerging issues in relation to Aboriginal family wellbeing and violence prevention.
- Provide advice and support to the Principal Policy Officer, Domestic and Family Violence, senior executives, and staff across the NSW Health Service and the Ministry of Health to consistently interpret and apply policies and practices in relation to Aboriginal family wellbeing and violence prevention, including the Aboriginal Family Wellbeing and Violence Prevention Strategy.
- Prepare high quality written advice in the form of reports, briefs, policy, discussion papers, or circulars to inform, respond to requests, or initiate consideration of new policy initiatives across the violence, abuse and neglect portfolio.
- Liaise, communicate, and consult with key staff in public health organisations and stakeholder representatives, including Aboriginal Community Controlled Organisations and Aboriginal Medical Services, to secure their engagement and ensure effective interface on policy and program development, planning and implementation.

- Lead and participate in quantitative and qualitative research to address policy issues and inform policy development.
- Explore and evaluate new policy approaches, including undertaking cost-benefit analyses and impact assessment, in order to provide sound strategic advice on their potential for application within NSW Health and achievement of Ministry and Government objectives.

Key challenges

- Completing projects within agreed timeframes and performance standards while also managing a fluctuating workload of other tasks.
- Maintaining accurate knowledge of the diverse and complex policy framework within the Ministry of Health, NSW Health Service and related agencies in relation to Aboriginal family wellbeing and violence prevention.
- Maintaining a NSW Health-wide perspective when researching and developing policy advice on Aboriginal family wellbeing and violence prevention policy and reform.

Key relationships

Who	Why
Internal	
Senior Executives and staff within the Ministry of Health	To provide sound information and advice on Aboriginal family wellbeing and violence prevention
External	
Public health organisations and related government agencies	To provide sound information and advice on Aboriginal family wellbeing and violence prevention
Key staff in public health organisations and stakeholder representatives	To build and maintain collaborative relationships
Aboriginal Community Controlled Organisations and Aboriginal Medical Services	To build and maintain collaborative relationships

Role dimensions

Decision making

- The decision making required of the position relates to:
 - Setting work priorities within agreed parameters and approved work and project plans, organising and managing own workload and allocation of tasks to staff assisting with projects.
 - Providing policy expertise and working collaboratively with internal and external stakeholders, consulting on and enlisting commitment to specific strategies.
 - Deciding the content of reports, submissions, policies, correspondence, and briefs, which are prepared in final form and are expected to require only minimal input from the Principal Policy Officer, Domestic and Family Violence
 - Deciding the content of advice and information provided to Ministry and external stakeholders.
 - Managing change, taking ownership for assigned work and issues as they arise, and being proactive in suggesting new policies, strategies and processes to improve performance or address issues.

Decisions which are referred to a supervisor include:

- Any decision that will substantially alter the outcomes or timeframe of a project.
- Major policy issues or conflicts arising in the course of project and other duties.
- Matters requiring a higher delegated authority such as approval for expenditure and/or travel.
- Matters requiring submission to the Secretary.

Reporting line

The role reports to the Principal Policy Officer, Domestic and Family Violence Team.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Aboriginal and/or Torres Strait Islander descent.
- Experience in the provision of policy advice in a complex and multi-disciplinary environment.
- Knowledge and understanding of issues relating to Aboriginal family wellbeing and violence prevention.
- Relevant tertiary qualification or equivalent 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	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Adept
	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 Display Resilience and Courage	Adept	<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
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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<p>for diverse audiences</p> <ul style="list-style-type: none"> • 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
<p>Results</p> <p>Think and Solve Problems</p>	<p>Adept</p>	<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
<p>Business Enablers</p> <p>Project Management</p>	<p>Adept</p>	<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