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| **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 9/10 |
| **Kind of Employment** | Ongoing |
| **ANZSCO Code** | 224412 |
| **Role Number** | Various |
| **PCAT Code** | 2119192 |
| **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 Senior Advisor, Cabinet, leads assigned areas of Cabinet and Committee operations, policy and project work and provides support to the Associate Director, Cabinet, and the broader work team. The Senior Advisor, Cabinet, ensures high-quality support and sound advice is provided to internal and external stakeholders, and effective coordination of consultation and management of stakeholders across the department, cluster and government sector.

# Key accountabilities

* Lead 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.
* Critically 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 high quality 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 high 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 management 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
* Deliver presentations and training in relation to the Cabinet system and practice
* Provide timely, high-level support to peers including representing the branch and undertaking special projects and related assignments where required
* Promote compliance with relevant Cabinet conventions, including confidentiality, 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 Cabinet documents and information
* Ensuring the confidentiality and security of Cabinet documents, and compliance with relevant Cabinet protocols, procedures and required deadlines of Cabinet/Committee documents
	+ 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 considered advice for Ministerial, departmental and agency staff on Cabinet information, documents and practice and being accountable for the content, accuracy, timeliness, reliability and quality of advice that supports the Cabinet process.
* 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.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Director, Cabinet, Associate Directors, Cabinet, and DPC executives | * Provide advice and ongoing Cabinet administrative, operational and project and policy support
* Identify emerging issues/risks and their implications, and propose solutions and contribute to decision making
* Receive guidance and provide regular updates on key Cabinet issues and priorities
* Report and provide updates on policy and project work
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| Work team | * Guide and manage performance and development
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| Stakeholders | * Provide expert advice on Cabinet operational issues
* Consult and collaborate on Cabinet practice and operations
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| **External** |  |
| Office of the Premier and ministerial Offices and NSW public sector agencies | * Work collaboratively and develop and maintain effective working relationships
* Provide expert advice on Cabinet operational issues
* Report and provide updates on Cabinet operations
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| Cabinet liaison staff in other agencies | * Provide ongoing policy coordination and support, including advising, educating and training on Cabinet processes and compliance matters
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| Vendors/Service Providers and Consultants | * Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements
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# Role dimensions

## Decision making

## Decisions which are made by the role holder include:

* Operational decisions regarding the planning and organisation of their work and/or the work of the team to achieve business objectives and performance criteria, within approved work and project plans and timeframes.
* Managing information accurately, meeting milestones and deadlines, reliability and quality of advice and work provided for of the Cabinet process and may also have line management responsibilities requiring the supervision and guidance of staff assigned to assist with Cabinet initiatives and activities.

Decisions referred to a supervisor include:

* Any decision that will substantially impact the outcomes or timeframes or conflicts arising in the course of the project and other duties.
* Any decision with the potential to escalate or create precedent; matters requiring a higher administrative or financial delegation or submission to a higher level of management.

## Reporting line

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

# Essential requirements

* Understanding of the structure of Cabinet processes, government functions and activities and machinery of government.
* Well-developed organising skills and a demonstrated ability to work in a high pressure, high volume environment with tight deadlines.

# 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](file:///%5C%5CVFILERDPC%5CDPC-Home%5CBristowD%5CDocuments%5CTemplates%5Cwww.psc.nsw.gov.au%5Ccapabilityframework)

## 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** |
|  | Display Resilience and Courage | Adept |
| **Act with Integrity** | **Adept** |
| Manage Self | Adept |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Adept** |
| Commit to Customer Service | Adept |
| **Work Collaboratively** | **Adept** |
| **Influence and Negotiate** | **Advanced** |
|  | **Deliver Results** | **Advanced** |
| Plan and Prioritise | Intermediate |
| Think and Solve Problems | Adept |
| Demonstrate Accountability | Intermediate |
|  | 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**Act with Integrity | Adept | 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 within which they operate Act to prevent and report misconduct, illegal and inappropriate behaviour |
| **Relationships**CommunicateEffectively | Adept | 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 | Adept | 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 andNegotiate | Advanced | Influence others with a fair and considered approach and present persuasive counter-arguments Work towards mutually beneficial win/win outcomesShow sensitivity and understanding in resolving acute and complex conflicts Identify key stakeholders and gain their support in advance Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromisePre-empt and minimise conflict within the organisation and with external stakeholders |
| **Results**Deliver Results | Advanced | Drive a culture of achievement and acknowledge input of othersInvestigate and create opportunities to enhance the achievement of organisational objectives Make sure others understand that on-time and on-budget results are required and how overall success is definedControl output of business unit to ensure government outcomes are achieved within budgetProgress organisational priorities and ensure effective acquisition and use of resourcesSeek and apply the expertise of key individuals to achieve organisational outcomes |
| **Business Enablers**Technology | Adept | Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasksIdentify opportunities to use a broad range of communications technologies to deliver effective messagesUnderstand, act on and monitor compliance with information and communications security and use policiesIdentify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the businessSupport compliance with the records, information and knowledge management requirements of the organisation |