Role Description
Premier's Implementation Unit Associate

Cluster	Department of Premier and Cabinet
Agency	Department of Premier and Cabinet
Division/Branch/Unit	Policy Group / Premier's Implementation Unit
Role number	Various
Classification/Grade/Band	Clerk 7/8
Kind of Employment	Ongoing and Temporary
ANZSCO Code	224412
PCAT Code	2119192
Date of Approval	March 2022
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 purpose is to drive big ideas at the heart of government.

We support the 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 role of Associate, Premier's Implementation Unit (PIU), undertakes policy or project work to inform policy directions, facilitate service delivery reforms or major initiatives and provide well researched and sound options on which the Department can rely for effective decision making or delivery, working in close collaboration with delivery agencies.

Key accountabilities

- Develop, evaluate and report on a range of approaches and initiatives to support delivery of NSW Government Priorities;

- Review project submissions, proposed initiatives, and/or Cabinet proposals, including facilitating consultation with relevant stakeholders, to develop recommendations in relation to the soundness and feasibility of proposals, submissions or initiatives;

- Analyse qualitative and quantitative data to support problem solving and present the data in compelling ways to support decision making;

- Analyse and prepare papers for various committees or meetings on policy issues, including cross-portfolio and inter-governmental matters, and undertake consultations to develop proposals and approaches and

prepare advice for the Director and Executive Director. Ensure papers are compliant with required standards of quality, accuracy and presentation protocols, to accurately and persuasively represent proposed policy positions;

- Liaise and consult with Parliamentary Counsel, the Ministers' Offices, across the public sector and with external stakeholders to ensure engagement and effective interface on policy, project or program development;

- Develop, review and edit draft responses to departmental and ministerial correspondence and briefings ensuring key issues are addressed, the information is factual, accurate and succinct, and the NSW policy position is properly represented;

- Contribute to the scoping and preparation of project plans including the development of briefs, identification of key stakeholders and interest groups, identification of the required physical resources, key milestone reporting and the evaluation methodology;

- Work as an integral team member including coaching team members, fostering effective communication, information exchange and cooperative work arrangements across the Unit and DPC.

Key challenges

- Complete the work required by providing well-researched and balanced advice, giving close attention to project timetables and milestones, and organising work to meet deadlines which are often changing and unpredictable.

Key relationships

Who	Why
Internal	
Associate Director	Report on and provide recommendations on the soundness and feasibility of proposals or initiatives in respect to the delivery of Government Priorities.
Work team	Maintain effective working relationships to ensure collaboration and communication to facilitate a consolidated approach.
External	
Agency Partners	Develop and maintain effective working relationships to ensure engagement and effective interface on policy, project or program development.

Role dimensions

Decision making

- The Associate, PIU receives advice and support from the supervisor, while managing the day-to-day workload independently within agreed work and project plans; takes active ownership of their own work and the work of the team; decides the content of briefs and other work for review by the supervisor; and decides the content of advice and information provided to agencies and external stakeholders, liaising with the supervisor when necessary.

- Decisions which are referred to a supervisor include any changes to project outcomes or timeframes, 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.

- This role does not have line management responsibilities but is from time to time required to guide staff assigned to assist with policy and project activities.

The role of Associate reports to the Associate Director or Director.

Essential requirements

- Experience in developing and implementing service delivery reforms, strategic initiatives or interagency projects.

- Experience in managing stakeholders relationships to facilitate delivery.

- Appropriate tertiary qualifications or equivalent, relevant professional experience and training.

- Experience in research and analysis, and project management.

- The ability to interpret information rapidly and accurately, communicate effectively (both written and verbal).

Capabilities for the role

The NSW public sector capability framework describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour Report and manage apparent conflicts of interest and encourage others to do so	Intermediate
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
	Work Collaboratively Collaborate with others and value their contribution	• Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others	Intermediate
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	• Use facts, knowledge and experience to support recommendations • Work towards positive and mutually satisfactory outcomes • Identify and resolve issues in discussion with other staff and stakeholders • Identify others' concerns and expectations • Respond constructively to conflict and disagreements and be open to compromise • Keep discussions focused on the key issues	Intermediate
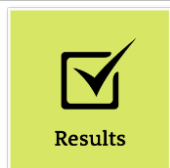
	Think and Solve Problems	• Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence	Adept
Results (icon)	**Think and Solve Problems** Think, analyse and consider the broader context to develop practical solutions	• Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness	Adept
Business Enablers (icon)	**Project Management** Understand and apply effective planning, coordination and control methods	• Perform basic research and analysis to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements Identify and escalate possible variances from project plans	Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	**Capability name**	**Description**	**Level**
Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Foundational
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational