

# Role Description

## Senior Project Officer – Science Strategy



Department of  
Primary Industries

Cluster	Regional NSW
Department/Agency	Department of Regional New South Wales
Division/Branch/Unit	Department of Primary Industries / Strategy & Engagement / Chief Scientist
Location	Menangle / Orange / Other Major Centre
Classification/Grade/Band	Professional Officer Grade 5
ANZSCO Code	511112
PCAT Code	1127292
Date of Approval	November 2022
Agency Website	<a href="http://www.dpi.nsw.gov.au">www.dpi.nsw.gov.au</a>

### Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

NSW Primary Industries (NSW DPI) supports the development of profitable primary industries that create a more prosperous NSW and contributes to a better environment through the sustainable use of natural resources.

Within NSW DPI, Strategy & Engagement develops strategic priorities including cabinet and legislation, corporate affairs and parliament, market intelligence and forecasting, science risks and opportunities, and stakeholder engagement.

### Primary purpose of the role

The Senior Project Officer – Science Strategy leads the development, delivery, monitoring and evaluation of strategic project objectives, working with a broad range of staff and stakeholders to identify challenges and opportunities relevant to DPI's R&D portfolio and to achieve outcomes that are based on sound science and support organisational objectives.

### Key accountabilities

- Lead the development and delivery of project objectives within a portfolio of complex projects, including project planning and reporting and identifying appropriate collaborators, governance structures and required resources, to enable the delivery of scientific and organisational outcomes on time, on budget and to highest quality
- Develop and implement strategies and tools for the continuous monitoring and evaluation of project objectives, including assessment of project progress, quality measures, effectiveness and impact
- Identify emerging project issues, develop contingencies and present recommendations to support project delivery in line with established plans, budgets, timeframes, policy objectives and other project priorities

- Integrate technical information and formulate expert advice for internal purposes, and externally if directed
- Exercise foresight to identify, assess and analyse challenges and opportunities relevant to DPI strategic plan and R&D portfolio, and work across the Unit and more broadly to identify innovative and practical resolutions and plans
- Work effectively within and across internal and external teams, and with stakeholders, to optimise scientific inputs, identify and mitigate risks, maximise opportunities, deliver milestones and outcomes
- Use effective communication, collaboration, analysis and negotiation to establish agreed positions on complex matters, identify and manage issues; escalate issues where required

## Key challenges

- Delivering complex, highly visible and sensitive project objectives with diverse internal and external stakeholders, within agreed timelines, given varying expectations, viewpoints and interests
- Simultaneously achieving and reporting targets from multiple project objectives, given limited resources and tight deadlines, and the need to balance competing demands and priorities
- Responding with agility in a rapidly changing environment, rearranging and refocusing work program to reflect new information and requirements

## Key relationships

### Internal

Who	Why
DPI Chief Scientist and Manager Science Strategy	<ul style="list-style-type: none"> <li>• Receive advice and report on progress towards business objectives and discuss future directions</li> <li>• Provide expert advice re options and decision making processes</li> <li>• Identify emerging issues/risks and their implications and propose solutions</li> <li>• Manage expectations and resolve issues</li> <li>• When required, liaise more broadly in areas of scientific expertise</li> </ul>
Project Team and Peers	<ul style="list-style-type: none"> <li>• Guide, support, coach and mentor peers</li> <li>• Lead discussions and decisions regarding key project objectives and deliverables</li> <li>• Work collaboratively and strategically with peers to optimise delivery across the Branch and more broadly</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Lead, direct, manage, evaluate and support performance and development</li> <li>• Guide, support, coach and mentor</li> <li>• Manage expectations and resolve issues</li> </ul>
Stakeholders	<ul style="list-style-type: none"> <li>• Formulate advice on a range of project related issues and strategies</li> <li>• Optimise engagement to achieve defined outcomes</li> <li>• Manage expectations and resolve issues</li> </ul>

### External

Who	Why
Stakeholders	<ul style="list-style-type: none"> <li>• Engage in, consult and negotiate the development, delivery and evaluation of project objectives</li> <li>• Manage expectations and resolve issues</li> </ul>

Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> <li>Communicate needs, facilitate routine business transactions and resolve issues</li> <li>Review and provide recommendations re contracts and service agreements</li> <li>Monitor the provision of service to ensure compliance with contract and service agreements</li> </ul>
---	--

## Role dimensions

### Decision making

- Exercises independence in determining day-to-day priorities and methods of undertaking work at hand;
- Undertakes long-term project planning in consultation with the Manager Science Strategy and, where appropriate, the DPI Chief Scientist
- Researches and provides innovative recommendations to the Manager Science Strategy for potential discussion with the Chief Scientist
- Accountable for progress of current project objectives, escalates issues arising

### Reporting line

Manager Science Strategy

### Direct reports

1

### Budget/Expenditure

Nil

## Essential requirements

Degree Qualifications relevant to the role e.g. Agriculture, Science or related field, or equivalent experience

## 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

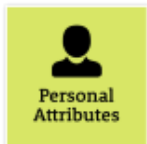
### Focus capabilities

*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
-----------------------	-----------------	------------------------	-------

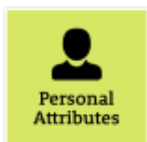


### Act with Integrity

Be ethical and professional, and uphold and promote the public sector values

- Represent the organisation in an honest, ethical and professional way and encourage others to do so
- Act professionally and support a culture of integrity
- Identify and explain ethical issues and set an example for others to follow
- Ensure that others are aware of and understand the legislation and policy framework within which they operate
- Act to prevent and report misconduct and illegal and inappropriate behaviour

Adept

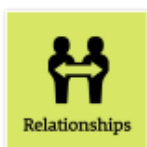


### Manage Self

Show drive and motivation, an ability to self-reflect and a commitment to learning

- Keep up to date with relevant contemporary knowledge and practices
- Look for and take advantage of opportunities to learn new skills and develop strengths
- Show commitment to achieving challenging goals
- Examine and reflect on own performance
- Seek and respond positively to constructive feedback and guidance
- Demonstrate and maintain a high level of personal motivation

Adept

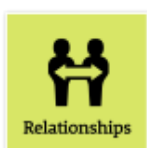


### Communicate Effectively

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

- Encourage a culture that recognises the value of collaboration
- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services

Adept

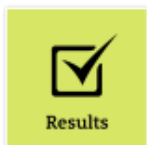


### Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Seek and apply the expertise of key individuals to achieve organisational outcomes
- Drive a culture of achievement and acknowledge input from others
- Determine how outcomes will be measured and guide others on evaluation methods
- Investigate 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 defined
- Control business unit output to ensure government outcomes are achieved within budgets
- Progress organisational priorities and ensure that resources are acquired and used effectively

Advanced

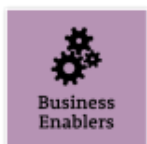


### Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work
- Initiate, prioritise, consult on and develop team and unit goals, strategies and plans
- Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses
- Ensure current work plans and activities support and are consistent with organisational change initiatives
- Evaluate outcomes and adjust future plans accordingly

Adept

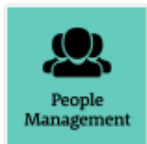


### Project Management

Understand and apply effective planning, coordination and control methods

- Prepare and review project scope and business cases for projects with multiple interdependencies
- Access key subject-matter experts' knowledge to inform project plans and directions
- Design and implement effective stakeholder engagement and communications strategies for all project stages
- Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning
- Develop effective strategies to remedy variances from project plans and minimise impact
- Manage transitions between project stages and ensure that changes are consistent with organisational goals
- Participate in governance processes such as project steering groups

Advanced

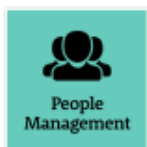


### Manage and Develop People

Engage and motivate staff, and develop capability and potential in others

- Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes
- Adjust performance development processes to meet the diverse abilities and needs of individuals and teams
- Develop work plans that consider capability, strengths and opportunities for development
- Be aware of the influences of bias when managing team members
- Seek feedback on own management capabilities and develop strategies to address any gaps
- Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way
- Monitor and report on team performance in line with established performance development frameworks

Adept



### Inspire Direction and Purpose

Communicate goals, priorities and vision, and recognise achievements


- Assist the team or unit to understand organisational directions and explain the reasons behind decisions
- Ensure that team and unit objectives lead to the achievement of business outcomes that align with organisational policies
- Ensure team members understand how their activities create value for the organisation, customers and stakeholders
- Encourage team members to strive for ongoing performance improvement
- Recognise and acknowledge high individual and team performance

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.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate

	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate