Role Description
Aboriginal Economic Development Manager

Portfolio	Primary Industries & Regional Development
Department	Department of Primary Industries and Regional Development
Group/Division/Branch	Regional Development & Delivery / Regional Economic Development
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	23 June 2025
Agency Website	www.dpird.nsw.gov.au

Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions. DPIRD brings together Agriculture and Biosecurity; Fisheries and Forestry; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

Primary purpose of the role

The Aboriginal Economic Development (AED) team focuses on strong cultural partnerships, and supporting regional Aboriginal business, employment and training aspirations. The AED team consists of a large cohort of Aboriginal staff who are regionally located and connected to the communities they support.
As a key part of the team, an Aboriginal Economic Development Manager is responsible for the advancement of Aboriginal communities in regional NSW through place-based, culturally strong, and Aboriginal-led economic development activities.

The Aboriginal Economic Development Manager works directly with Aboriginal owned and operated businesses, Aboriginal Controlled Community Organisations (ACCO's) and Aboriginal people to improve Aboriginal economic outcomes in Regional NSW. Focusing on the NSW Closing the Gap Priority Reform 5 (Employment, Business Growth and Economic Prosperity), Aboriginal Economic Development aims to support aspirations which strengthen culture, grow the Aboriginal business sector and improve employment and training pathways.

Key accountabilities

- Support and advocate for place-based Aboriginal ways of working, knowing and doing, both internally and across mainstream economic development.
- Develop relationships and partnerships, through listening to the aspirations of regional Aboriginal businesses, organisations and communities, including NSW Aboriginal peak organisations.
- Develop relationships and partnerships with cross-government stakeholders, to enable the economic advancement of Aboriginal communities in regional NSW.

- Strengthen the capacity and capability of regional Aboriginal businesses and organisations to meet the requirements of the key action areas of the NSW Closing the Gap Priority Reform 5.
- Grow the regional Aboriginal business sector through the successful development and implementation of regional projects, strategies and initiatives that support Aboriginal economic opportunities and the establishment and growth of Aboriginal owned businesses.
- Develop a strong understanding of place-based employment and training needs, which can lead to pathways for high value and sustainable employment.
- Strengthen learning and training opportunities which enable Aboriginal people to be skilled in the industries relevant to their communities and NSW Government priorities.
- Deliver on aspirations through Commonwealth, NSW Government and DPIRD funding programs, including the Regional Aboriginal Partnerships Program and Regional Development Trust – Aboriginal Economic Development.

Key challenges

- Managing multiple economic development projects which may require the resolution of complex cultural issues and processes.
- Achieving effective links between Aboriginal communities and businesses in regional NSW and the centre of government to enable Aboriginal business development needs.
- Ensuring Aboriginal participation is maximised in key government opportunities.

Key relationships

Internal

Who	Why
Director, Economic Development Network (EDN)	• Escalate issues, keep informed, advise and receive instructions. • Provide regular updates on key projects, issues and priorities.
Deputy Director, Aboriginal Economic Development	• Oversees the delivery of economic development programs in the region. • Provide strategic advice to facilitate growth across the state, develop regional industry capability and identify regional emerging industry opportunities. • Provide strategic advice on significant projects. • Along with the Director EDN, responsible for ensuring KPIs and targets are met.
AED and EDN team members	• Share and discuss tasks, project outlines, targets and gather information in managing the requirements of Aboriginal communities and businesses.
Departmental staff	• Collaborate to leverage partnerships and alliances. • Collaborate closely on programs, business planning, submission of briefs and advice, and management of significant project and/or issues.

External

Who	Why
Regional Federal, State and Local Government agencies	• Exchange information and coordinate activities to provide an integrated approach and maximise Aboriginal participation in industry programs and projects.

Industry participants, regional businesses and potential business entrants for regional economies, Local Aboriginal Land Councils, Aboriginal Community Controlled Organisations, Prescribed Bodies Corporate, Regional Alliances, and Community Working Parties	• Provide support and assistance through NSW DPIRD and other NSW government programs and services to support new and existing Aboriginal businesses and organisations to grow. • Facilitate the identification of key sectors and issues for regional Aboriginal economies, to develop and deliver effective, targeted programs that grow Aboriginal businesses and organisations.

Role dimensions

Decision making

• Leads Aboriginal economic development across a number of LGAs and NSWALC zones.
• Builds high quality relationships with Aboriginal businesses and organisations.
• Develops links across government, industry, and community organisations to drive Aboriginal economic opportunity and participation.
• Establishes client needs and assesses suitability for a range of programs and third-party services.
• Leads a range of Aboriginal economic development projects, setting KPIs and using project management tools to ensure successful delivery.
• Works with Commonwealth, State and Local Government, businesses, education providers and stakeholders to deliver program goals.

Reporting line

This Aboriginal Economic Development Manager position reports to the Deputy Director Aboriginal Economic Development

Direct reports

No

Budget/Expenditure

NIL

Key knowledge and experience

• Demonstrated experience working with Aboriginal people, businesses, organisations and communities.
• Lived experience in appropriately engaging and partnering with Aboriginal people and communities.
• Demonstrated experience delivering regional economic development policy, programs and services.
• Experience in, or ability to gain an understanding of Aboriginal procurement practice and policies.
• Tertiary qualifications are not necessary but could strengthen an application.

Essential requirements

• Demonstrated experience working with Aboriginal people, government organisations and communities with the ability to communicate across cultures.
• Current NSW Driver Licence and willingness to travel.
• Understanding of the social and economic regional issues facing Aboriginal communities.
• This role is an Aboriginal Identified role for Australian Aboriginal & Torres Strait Islander people only and exemption is claimed under Clause 26 of the Government Sector (General) Rules 2014 and is applicable to Section 21 of the Anti-Discrimination Act 1977, NSW.

- Applicants must be of Aboriginal descent, identify as Aboriginal and/or provide identification as being Aboriginal and accepted in the community. Aboriginality is a genuine occupational qualification and is authorised under Section 14(d) of the Anti-Discrimination Act 1977.

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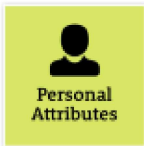
The capabilities are separated into focus capabilities and complementary capabilities.

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

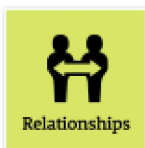| Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately • Raise and work through challenging issues and seek alternatives • Remain composed and calm under pressure and in challenging situations	Adept
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 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
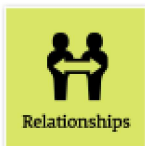
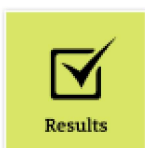|			
Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively 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	
Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	• Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community	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	
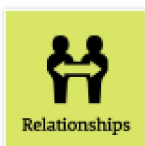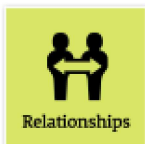
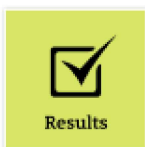|			
Relationships	**Influence and Negotiate** Gain consensus and commitment from others, and resolve issues and conflicts	• Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relationships with internal and external stakeholders • Anticipate and minimise conflict	Adept
Results	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for	Adept
Results	**Demonstrate Accountability** Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	• Assess work outcomes and identify and share learnings to inform future actions • Ensure that own actions and those of others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety • Conduct and report on quality control audits • Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks	Adept

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|	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

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
Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate