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| --- | --- |
| **Cluster** | Regional NSW |
| **Department/Agency** | Department of Regional NSW |
| **Division/Branch/Unit** | Regional Development |
| **Location** | Various |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **ANZSCO Code** | 132511 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | TBC |
| **Agency Website** | www.nsw.gov.au/regionalnsw |

# Agency Overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has 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.

For more information go to [www.nsw.gov.au/regionalnsw](http://www.nsw.gov.au/regionalnsw)

# Primary purpose of the role

Identify and deliver support services to, and in partnership with, Aboriginal communities that improve economic and social outcomes for Aboriginal people in regional NSW.

# Key accountabilities

* In conjunction with key local Aboriginal community representatives, co-design solutions that utilise NSW Government programs to increase economic participation, grow employment, improve skills and employability and improve services for Aboriginal people in regional NSW
* Gather and disseminate Community and Industry information to inform project development, policy review relative to Aboriginal people and their communities
* Utilise NSW Government facilitation services and programs to provide an effective integrated team approach to the successful development and implementation of regional strategies and initiatives, including Local Decision Making (LDM)
* Prepare high quality briefings, correspondence and advice for the Department’s Executive, Premier and Deputy Premier, the Cabinet and Ministers to inform the Government’s response to key issues impacting Aboriginal communities in NSW.
* Develop and maintain effective working relationships with government agencies and key internal and external stakeholders to ensure the Government’s priorities are understood and met at the regional level, particularly on multi-agency issues with whole-of-State significance.
* Maintain a sound understanding of regional issues and priorities to facilitate communication, discussion and brokerage of solutions with key agencies and stakeholders.
* Clearly represent the Department’s position in negotiations with government departments, councils, non-government organisations, industry and the community on multi-agency and intergovernmental matters.

# Key challenges

* Managing expectations of community and balancing competing priorities of community and government in relation to Government policy, programs and support.
* Managing internal and external consultations and negotiations on projects and initiatives with a wide range of stakeholders with varying philosophies, capabilities and interests.
* Recognising the line between political and appropriate Departmental work, with strict adherence to the DRNSW Code of Conduct, the Department’s Support for Premier, Deputy Premier and Cabinet Protocol and other relevant documents

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Director and/or Deputy Director Regional Co-ordination | * Report activities, receive guidance, share information, and discuss applications for financial assistance and facilitation provided to clients/stakeholders or projects. |
| Team Members | * Share and discuss tasks, project outlines, targets and gather information in managing the requirements of Aboriginal communities and businesses. |
| **External** |  |
| Other government staff, external organisations and business  Government, public sector, non-government, industry and community sectors | * Scope and plan activities and co-ordinate projects which will bring the broadest suite of government support to an Aboriginal business or community project. * Develop a portfolio of clients and projects which will deliver outcomes to Aboriginal communities. * Develop and maintain effective working relationships to facilitate the engagement and input of external stakeholders to support the development and delivery of state and regional priorities and/or service delivery reforms. |

# Role dimensions

## Decision making

The role

* Independently sets priorities and makes decisions on matters in relation to the projects and targets the role is responsible for, and seeks advice from the manager as required
* Works with other key Federal, State agencies and Local Government, businesses, education providers and stakeholders to arrange joint activities
* Establishes client needs and assesses the suitability and relevance of a range of programs and third party services in consultation with the manager where delegated.
* Responsibility for managing information gathering, meeting project milestones and deadlines, and facilitating collaborative working arrangements.

## Reporting line

The Manager, Regional Aboriginal Partnerships reports to the Director or Deputy Director Regional Coordination in the respective regional location.

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## Essential requirements

* Aboriginal identified positions are developed where Aboriginal identity, cultural knowledge or connections are a genuine aspect of the role. Positions are specifically noted under the provisions of the NSW Anti-discrimination Act (1977) for Aboriginal people who meet the following criteria:
  + is of Aboriginal and/or Torres Strait Islander descent, and
  + identifies as an Aboriginal and/or Torres Strait Islander person, and
  + is accepted as such by the Aboriginal and/or Torres Strait Islander community
* Current Driver Licence
* Relevant Tertiary qualifications or equivalent experience
* Sound understanding of the environmental, social and economic regional issues facing Aboriginal communities.

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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 |
|  | **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 |
|  | **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 |
| **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues  Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others  Take account of the wider business context when considering options to resolve issues  Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements  Implement systems and processes that are underpinned by high-quality research and analysis  Look for opportunities to design innovative solutions to meet user needs and service demands  Evaluate the performance and effectiveness of services, policies and programs against clear criteria | Advanced |
|  | **Finance**  Understand and apply financial processes to achieve value for money and minimise financial risk | | Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending  Consider financial implications and value for money in making recommendations and decisions  Understand how financial decisions impact the overall financial position  Understand and act on financial audit, reporting and compliance obligations  Display an awareness of financial risk, reputational risk and exposure, and propose solutions to address these | Intermediate |
| **Project Management**  Understand and apply effective planning, coordination and control methods | | Understand all components of the project management process, including the need to consider change management to realise business benefits  Prepare clear project proposals and accurate estimates of required costs and resources  Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements  Identify and evaluate risks associated with the project and develop mitigation strategies  Identify and consult stakeholders to inform the project strategy  Communicate the project’s objectives and its expected benefits  Monitor the completion of project milestones against goals and take necessary action  Evaluate progress and identify improvements to inform future projects | 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.

| COMPLEMENTARY CAPABILITIES | | | | |
| --- | --- | --- | --- | --- |
| **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 | Adept |
| 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 |
|  | Work Collaboratively | | Collaborate with others and value their contribution | Adept |
| Influence and Negotiate | | Gain consensus and commitment from others, and resolve issues and conflicts | Advanced |
|  | Plan and Prioritise | | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | 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 | Intermediate |