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| --- | --- |
| **Cluster** | Transport |
| **Agency** | Transport for NSW |
| **Division/Branch/Unit** | Safety Environment and Regulation /Regulatory Operations / Compliance / Compliance Monitoring |
| **Role number** | Various |
| **Classification/Grade/Band** | USS 11 |
| **ANZSCO Code** | 521111 |
| **PCAT Code** | 3111592 |
| **Date of Approval** | September 2020 |
| **Agency Website** | www.transport.nsw.gov.au |

Agency overview

At Transport, we’re passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we’re delivering a $57.5bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we’re also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of numerous integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

Primary purpose of the role

The role represents stakeholder interests in planning, leading and managing complex Information Technology, using methodologies to deliver technology solutions/capabilities aligned to the broader technology strategy and organisational objectives.

Key accountabilities

* Lead and oversee all aspects of project development and implementation of complex technology based projects, including preparing business cases and project plans, establishing appropriate governance, identifying, allocating and managing resources, and meeting reporting requirements, to ensure project outcomes are achieved on time, on budget, to quality standards and in line with the Agency project management methodology.
* Provide expert advice and information to stakeholders on emerging project issues and present recommendations to support delivery in line with established plans, budgets, timeframes, policy objectives and other divisional priorities.
* Act as the interface between Information Technology teams and the project to ensure the technology solution/capabilities proposed will integrate sustainably and seamlessly across the cluster technology services.
* Manage risk for allocated technology projects within the enterprise risk frameworks including identifying risks, developing risk mitigation plans, delivering regular monitoring and reporting and communicating effectively to stakeholders to facilitate informed decision making and minimise risks.
* Establish and maintain positive stakeholder relationships throughout project delivery and oversee benefits realisation defined in the business case.

Key challenges

* Working with a diverse range of stakeholders with competing agendas in a complex business environment currently undergoing significant change.
* Working in an environment of constantly competing priorities and managing these priorities to enable completion of projects while delivering day to day tasks in the required timeframes.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager  | * Receive broad guidance, provide expert advice and exchange information
 |
| ComplianceTransport for NSW | * Consult, collaborate on cross unit business system requirements, and provide expert advice
* Consult and collaborate on a regular basis and exchange intelligence
 |
| **External** |  |
| External Vendors | * Develop and maintain effective working relationships, communicate regularly and exchange information as required
 |

# Role dimensions

## Decision making

The role operates with a high-level of autonomy and is expected to determine key operational objectives in consultation with the Manager. The role is fully accountable for the delivery of projects/programs assigned on time, achieving the required outcomes and at, or below budget.

## Reporting line

The role reports to the relevant reporting line manager

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* Demonstrated experience in technology projects and understanding technology while representing the business interests to technology solution vendors.

Essential requirements

* The role requires security and criminal clearance prior to appointment.

# 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**  |
|  | **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 practicesLook for and take advantage of opportunities to learn new skills and develop strengthsShow commitment to achieving challenging goalsExamine and reflect on own performanceSeek and respond positively to constructive feedback and guidanceDemonstrate and maintain a high level of personal motivation | Adept |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Present with credibility, engage diverse audiences and test levels of understandingTranslate technical and complex information clearly and concisely for diverse audiencesCreate opportunities for others to contribute to discussion and debateContribute to and promote information sharing across the organisationManage complex communications that involve understanding and responding to multiple and divergent viewpointsExplore creative ways to engage diverse audiences and communicate informationAdjust style and approach to optimise outcomesWrite fluently and persuasively in plain English and in a range of styles and formats | Advanced |
| **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | Take responsibility for delivering high-quality customer-focused servicesDesign processes and policies based on the customer’s point of view and needsUnderstand and measure what is important to customersUse data and information to monitor and improve customer service deliveryFind opportunities to cooperate with internal and external stakeholders to improve outcomes for customersMaintain relationships with key customers in area of expertiseConnect 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 collaborationBuild cooperation and overcome barriers to information sharing and communication across teams and unitsShare lessons learned across teams and unitsIdentify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to workActively 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 | Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomesMake sure staff understand expected goals and acknowledge staff success in achieving theseIdentify resource needs and ensure goals are achieved within set budgets and deadlinesUse business data to evaluate outcomes and inform continuous improvementIdentify priorities that need to change and ensure the allocation of resources meets new business needsEnsure 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 issuesWork through issues, weigh up alternatives and identify the most effective solutions in collaboration with othersTake account of the wider business context when considering options to resolve issuesExplore a range of possibilities and creative alternatives to contribute to system, process and business improvementsImplement systems and processes that are underpinned by high-quality research and analysisLook for opportunities to design innovative solutions to meet user needs and service demandsEvaluate the performance and effectiveness of services, policies and programs against clear criteria | Advanced |
|  | **Technology**Understand and use available technologies to maximise efficiencies and effectiveness | Champion the use of innovative technologies in the workplaceActively manage risk to ensure compliance with cyber security and acceptable use of technology policiesKeep up to date with emerging technologies and technology trends to understand how their application can support business outcomesSeek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomesActively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies | Advanced |

# 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 |
| Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Adept |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | 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 | Adept |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Adept |
| Project Management | Understand and apply effective planning, coordination and control methods | Intermediate |