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| Cluster | Regional NSW |
| Department/Agency | Department of Regional NSW |
| Division/Branch/Unit | Regional Growth NSW Development Corporation |
| Role number | TBA |
| Classification/Grade/Band | Clerk Grade 9/10 |
| ANZSCO Code | 511112 |
| PCAT Code | 3321392 |
| Date of Approval | July 2022 |
| Agency Website | http://www.rgdc.nsw.gov.au |

## Agency overview

The Department of Regional NSW (the Department) 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.

The Regional Growth NSW Development Corporation (RGDC) is established under the Growth Centres (Development Corporations) Act 1974 to lead the delivery and implementation of the Government’s Special Activation Precincts Program. These world class precincts will support existing and emerging ‘engine industries. This includes but is not limited to advanced manufacturing, renewable energy, agribusiness and freight and logistics which will drive regional NSW economies over the next 20 years.

## Primary purpose of the roles

Support the delivery of property developments and completion of commercial transactions in Special Activation Precincts. The Development Manager supports the preparation of development concepts and strategies, feasibility studies, budgets and programs, Project Development Agreements, sales contracts, leases and sales and marketing strategies.

**Key Accountabilities**

* Support all aspects of project delivery, including preparing project plans, developing commercial strategies and documenting commercial agreements to ensure major project and commercial transaction outcomes are achieved.
* Works closely with internal and external stakeholders and support networks within NSW Government (Department of Regional NSW, Department of Planning and Environment, external consultants, and others) to provide strategic advice to the Manager Major Projects and Director, Major Projects to assist in closing commercial transactions and major projects.
* Supports the management of relationships with investors when developing and negotiating commercial deals. Provides high quality advice on financial implications of proposed or completed commercial deals to underpin effective strategic planning and resource management within RGDC and assists in the establishment and management of budgets.
* Supports land development that may include land acquisition, land assembly and disposal, and asset management of RGDC owned property.
* Aids in the identification and management of major project risks as they relate to government and RGDC including financial, business and reputational.
* Provides advice and information on emerging project issues and presents recommendations for mitigating strategies and actions.

## Key challenges

* Supporting the management of complex and sensitive consultations and negotiations with high profile investors and diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints, and interests
* Achieving multiple project objectives, given limited resources and tight deadlines, and the need to identify project interdependencies and balance competing demands and priorities.

## Key relationships

**Internal**

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| Who | Why |
| Chief Executive and Executive Director, Commercial and Major Projects | * Contribute to work program development, business process improvement and team business outcomes. |
| Director | * Liaise to receive instructions and understand work priorities. * Keep informed of and provide advice and recommendations on new or emerging investment opportunities and issues. * Contribute to work program development, business process improvement and team business outcomes. * Provide advice and contribute to decision making * Report on progress toward project objectives and discuss future directions |
| Manager | * Liaise to receive instructions and understand work priorities. * Develop and maintain effective collaborative relationships. * Provide strategic advice and support on business area financial management and sustainability. * Engage to influence adoption of agreed strategies and solutions. |
| Team members | * Provide guidance, professional advice, and support to manage peak workloads and resolve complex or demanding service requests. * Work collaboratively and support team to achieve business outcomes. * Participate in meetings and contribution of ideas to improve branch / team, program, service delivery and work performance and outcomes. |

**External**

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| Who | Why |
| Department of Planning and Environment, NSW Treasury, TCorp, NSW Environment Protection Authority and other agencies | * Develop and maintain effective working relationships. * Consult and liaise on the preparation of responses to information and report requests. |

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| Investors | * Support superior customer services to assist investment attraction * Participate in commercial negotiations * Investor relations and account management for domestic and international investors relevant to the Special Activation Precincts |

## Role dimensions

### Decision making

The Development Manager:

* Has input into the establishment of work priorities and resource allocation.
* Has discretion to make the necessary decisions to manage key role accountabilities
* Is required to comply and make decisions and recommendations within applicable sector and Department legislation, financial policy, frameworks and procedures, Treasurer Directions, financial delegations, professional practice standards and set budget, resourcing, and funding parameters
* Is accountable and responsible for the effective management and use of human and financial resources within set budget and resource parameters.

### Reporting line

Senior Development Manager

### Direct reports

Project Officers (TBC)

### Budget/Expenditure

As per established Special Activation Precinct and project budgets and Limits of Authority (TBC)

**Key knowledge and experience**

* Demonstrated experience and commercial acumen in the planning and delivery of major property developments and commercial transactions including in the:

1. preparation and management of development concepts and strategies, feasibility studies, budgets and programs, Project Development Agreements, sales contracts, leases and sales and marketing strategies.
2. ability to collaborate in cross functional teams and manage external engagements.
3. development of relationships with senior stakeholders including project partners, investors, and communities.

## Essential requirements

* Degree in real estate, land economics, business or a related field such as planning or engineering

## 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

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| **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 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 |
| 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 |
| relationships | **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 |
| 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 | **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 |
| results | **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 | **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 |
| people-management | **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.

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| **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 |
| personal-attributes | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| personal-attributes | 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 | Adept |
| relationships | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
| results | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
| 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 |