Role Description
Manager Strategic Projects

Cluster	Planning, Industry & Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Housing & Property/ Crown Lands / Greater Sydney Region & Commercial
Location	Parramatta or Newcastle
Classification/Grade/Band	Clerk Grade 11/12
Role Family	Standard/Project & Programs/Lead
ANZSCO Code	139999
PCAT Code	2119192
Date of Approval	March 2020
Agency Website	https://www.dpie.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW.

Primary purpose of the role

Lead and manage the Strategic Projects team managing complex projects involving the Crown land management and planning frameworks within the Greater Sydney Region & Commercial directorate within Crown Lands. The role works with NSW government entities, and local councils to ensure high potential sites and land needed for strategic and state purposes are identified and made available under an appropriate management models.

Key accountabilities

- Lead a team delivering crown lands planning projects to ensure that solutions to complex land management and contentious sites are documented and delivered through well documented project plans.
- Work closely with NSW government agencies, and local councils to ensure high potential Crown land sites and land needed for strategic and state purposes are identified and made available under an appropriate management model.
- Provide project management expertise and develop project management skills processes and knowledge transfer to build staff expertise to ensure that projects are managed in accordance with the appropriate project management methodology.

- Manage the tracking and reporting of projects and programs across the Greater Sydney Region and Commercial teams ensuring accountability against targets and accurate high level reporting being available for the Executive and Minister.
- Work across and support the Land Management and Commercial teams to develop business planning and reporting against key government deliverables.
- Effective management and evaluation of issues, risks, mitigation and treatment plans including appropriate escalation to the Director as required.

Key challenges

- Building relationships across local and State government agencies to ensure effective and cooperative engagement in the delivery of cross agency and whole of government priority projects regarding Crown land.
- Maintaining an up to date knowledge of contentious sites and issues requiring monitoring, managing projects to completion ensuring appropriate levels of stakeholder engagement.
- Understanding the business environment and touchpoints with other legislative frameworks, to ensure appropriate, evidence based advice and risk mitigation is undertaken.

Key relationships

Who	Why
Internal	
Executive Director Greater Sydney Region & Commercial	- Provide strategic advice on key programs, projects and sites. - Identify and mitigate risks providing advice on issues - Provide full and frank briefings on contentious issues
Director Strategic Projects and Commercial – Greater Sydney	- Regularly contributes,influences and participates in key decision making and strategic outcomes. - Provides executive advice as part of day to day operational matters and corporate objectives. - Undertakes program and project reporting and business planning - Provide reports with impact and clarity for use by the Senior Leadership Team and clarifies and advises on system processes and projects.
Greater Sydney Region & Commercial team	Works collaboratively and provides advice across the Metro region and Commercial staff to ensure efficient management of issues
External	
Other NSW government agencies	- Build partnerships and negotiates at an operation level to gather material and solve operational problems and issues on behalf of Crown Lands - Provide executive level advice and support on a range of issues to ensure the effective and efficient delivery of Greater Sydney Regions priorities.

Role dimensions

Decision making

This role:

- Makes decisions and acts independently within its delegations to develop strategies and resolve problems to achieve Divisional, Department and Government reforms and priorities.
- Keeps the Director and Executive Director briefed in relation to decisions that have wide reaching implications, in particular decisions that are contentious and /or are likely to have an impact on stakeholders, and in relation to decisions that require significant change to project outcomes or timeframes.
- Submits reports, briefings, correspondence and other written material in a final high quality manner with minimal input required from the supervisor.

Reporting line

Executive Director Greater Sydney & Commercial

Direct reports

TBA (up to 12)

Budget/Expenditure

TBA

Essential Requirements

- Tertiary qualifications or equivalent level of knowledge and experience in Public Land Management or Planning.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	**Advanced**
	Manage Self	Adept
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	**Advanced**
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
Results	**Deliver Results**	**Adept**
	Plan and Prioritise	Adept
	Think and Solve Problems	**Adept**
	Demonstrate Accountability	**Advanced**
Business Enablers	Finance	Adept
	Technology	**Adept**
	Procurement and Contract Management	Intermediate
	Project Management	**Advanced**
People Management	**Manage and Develop People**	**Advanced**
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Adept

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Act with Integrity	Advanced	• Model the highest standards of ethical behaviour and reinforce them in others • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Ensure that others have a working understanding of the legislation and policy framework within which they operate • Promote a culture of integrity and professionalism within the organisation and in dealings external to government

Group and Capability	Level	Behavioural Indicators
		• Monitor ethical practices, standards and systems and reinforce their use • Act on reported breaches of rules, policies and guidelines
Relationships Communicate Effectively	Adept	• Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Commit to Customer Service	Advanced	• Promote a culture of quality customer service in the organisation • Initiate and develop partnerships with customers to define and evaluate service performance outcomes • Promote and manage alliances within the organisation and across the public, private and community sectors • Liaise with senior stakeholders on key issues and provide expert and influential advice • Identify and incorporate the interests and needs of customers in business process design • Ensure that the organisation's systems, processes, policies and programs respond to customer needs
Results Deliver Results	Adept	• Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Think and Solve Problems	Adept	• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Results Demonstrate Accountability	Advanced	• Design and develop systems to establish and measure accountabilities

Group and Capability	Level	Behavioural Indicators
		• Ensure accountabilities are exercised in line with government and business goals • Exercise due diligence to ensure work health and safety risks are addressed • Oversee quality assurance practices • Model the highest standards of financial probity, demonstrating respect for public monies and other resources • Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks • Incorporate sound risk management principles and strategies into business planning
Business Enablers Technology	Adept	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business • Support compliance with the records, information and knowledge management requirements of the organisation
Business Enablers Project Management	Advanced	• Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts • Access key subject-matter experts' knowledge to inform project plans and directions • Implement effective stakeholder engagement and communications strategy for all stages of projects • Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans, and minimise impacts • Manage transitions between project stages and ensure that changes are consistent with organisational goals
People Management Manage and Develop People	Advanced	• Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Provide timely, constructive and objective feedback to staff • Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way

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NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives

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