

# Role Description

## Manager, School Prioritisation



Cluster	Education
Agency	NSW Department of Education
Division/Branch/Unit	SINSW/School Utilisation/School Prioritisation
Role number	TBA
Classification/Grade/Band	Clerk 11/12
ANZSCO Code	139999
PCAT Code	2221192
Date of Approval	
Agency Website	education.nsw.gov.au schoolinfrastructure.nsw.gov.au

### Agency overview

The NSW Department of Education serves the community by providing world-class education for students of all ages.

We ensure young children get the best start in life by supporting and regulating the early childhood education sector. We are the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population. We are committed to fostering vibrant, sustainable and high-performing vocational and higher education sectors.

We are responsible for enacting NSW Government policy, driving improvement in education, and overseeing policy, funding and compliance issues relating to non-government schools. We respect and value Aboriginal and Torres Strait Islander people as First Peoples of Australia.

School Infrastructure NSW (SINSW) is delivering new school buildings, major upgrades and maintenance strategies to ensure every school-aged child has access to high quality education facilities at their local public school. This encompasses the largest investment in public education infrastructure in the history of NSW.

### Primary purpose of the role

Lead the development and implementation of tools and strategies to manage service need prioritisation and investment identification for capital works across NSW Schools to optimise investment and ensure informed planning and resource allocation for future school infrastructure.

### Key accountabilities

- Manage and further develop the School Infrastructure NSW prioritisation framework on an ongoing basis and lead the annual prioritisation process which forms part of the Budget cycle.

- Provide expert advice to the Executive Director, School Utilisation and other senior stakeholders on innovative strategies and solutions and emerging and complex issues relevant to service need prioritisation and investment identification.
- Lead team management, coaching and professional development initiatives to build team capabilities and expertise, align resources and ensure a high-performance, customer-centric team culture.
- Develop and build collaborative relationships and partnerships with a range of internal and external stakeholders to facilitate participation, engagement and consultation and ensure informed strategic analysis and decision making.
- Manage, monitor and review evidence-based analysis and reporting, and lead and contribute to specialised projects, to inform future planning research and analysis and support continuous improvement and innovation.
- Identify, anticipate and assess complex planning issues and risks, and devise and develop appropriate solutions and alternative options, to effectively manage and mitigate risks and achieve desired outcomes.
- Prepare high-quality briefings, reports and other correspondence to facilitate timely and professional stakeholder communications and community consultation.

## Key challenges

- Negotiating and consulting with a diverse group of stakeholders, often within varying viewpoints, interests and needs, to ensure a collaborative, agile and cooperative approach to service need prioritisation and investment identification.
- Anticipating and addressing contentious issues and providing well-researched, strategic advice, often within tight timeframes, using a consistent, data driven and evidence-based approach.
- Maintaining specialist knowledge and understanding of the current legislative and policy environment in relation to school planning in a dynamic, complex educational environment.

## Key relationships

Who	Why
<b>Internal</b>	
Executive Director	<ul style="list-style-type: none"> <li>• Receive direction, advice, guidance and performance feedback.</li> <li>• Provide expert advice and contribute to decision making.</li> <li>• Provide regular briefings and status reports and discuss future directions.</li> <li>• Identify emerging issues/risks, their implications and propose solutions.</li> </ul>
Work team	<ul style="list-style-type: none"> <li>• Work collaboratively to support the team in achieving business outcomes.</li> <li>• Participate in meetings, share information and provide input on issues.</li> </ul>
Customers/Stakeholders, including School Infrastructure NSW business units; and School Communities.	<ul style="list-style-type: none"> <li>• Provide expert advice on planning strategies and directions and contribute to broader unit issues.</li> <li>• Consult and collaborate with to define mutual interests and determine strategies to achieve their resolution.</li> <li>• Develop and maintain collaborative working relationships to facilitate engagement and consultation.</li> </ul>

Who	Why
<b>External</b>	
Other NSW Government agencies, including the NSW Department of Planning, Industry and Environment.	<ul style="list-style-type: none"> <li>• Establish networks to enable performance benchmarking and maintain currency in trends and developments.</li> <li>• Contribute to cross agency or whole of government projects/programs.</li> <li>• Develop and maintain collaborative working relationships and open channels of communication.</li> </ul>
Professional/Industry Associations and other relevant groups	<ul style="list-style-type: none"> <li>• Maintain specialist knowledge and currency.</li> <li>• Build professional expertise and networks.</li> </ul>

## Role dimensions

### Decision making

This role acts independently and uses initiative in performing its core work functions and applies specialised knowledge, skills and professional judgement to make well considered recommendations and achieve desired outcomes. Has a high level of autonomy and is accountable for the delivery of work assignments on time, within budget and to expectations in terms of quality, deliverables and outcomes.

In matters that are sensitive, high-risk or business-critical, the role consults with the Executive Director to agree on a suitable course of action.

### Reporting line

Executive Director, School Utilisation

### Direct reports

Nil

### Budget/Expenditure

Financial delegation – in accordance with the Department’s policy as prescribed for a Clerk Grade 11/12.

## Key knowledge and experience

- Extensive recent experience in strategic data analysis and Excel modelling.
- Knowledge of, and commitment to implementing the Department’s [Aboriginal Education Policy](#) and upholding the [Department’s Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

## Essential requirements

- Relevant tertiary qualifications and/or demonstrated equivalent professional experience.

## 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

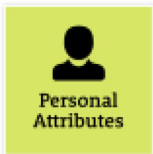

responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

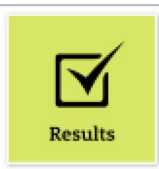

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

## 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
	<p><b>Manage Self</b></p> <p>Show drive and motivation, an ability to self-reflect and a commitment to learning</p>	<ul style="list-style-type: none"> <li>Act as a professional role model for colleagues, set high personal goals and take pride in their achievement</li> <li>Actively seek, reflect and act on feedback on own performance</li> <li>Translate negative feedback into an opportunity to improve</li> <li>Take the initiative and act in a decisive way</li> <li>Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation</li> </ul>	Advanced
	<p><b>Communicate Effectively</b></p> <p>Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> <li>Present with credibility, engage diverse audiences and test levels of understanding</li> <li>Translate technical and complex information clearly and concisely for diverse audiences</li> <li>Create opportunities for others to contribute to discussion and debate</li> <li>Contribute to and promote information sharing across the organisation</li> <li>Manage complex communications that involve understanding and responding to multiple and divergent viewpoints</li> <li>Explore creative ways to engage diverse audiences and communicate information</li> <li>Adjust style and approach to optimise outcomes</li> <li>Write fluently and persuasively in plain English and in a range of styles and formats</li> </ul>	Advanced
	<p><b>Work Collaboratively</b></p> <p>Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> <li>Encourage a culture that recognises the value of collaboration</li> <li>Build cooperation and overcome barriers to information sharing and communication across teams and units</li> <li>Share lessons learned across teams and units</li> </ul>	Adept


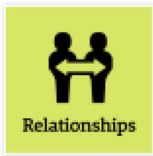


		<ul style="list-style-type: none"> <li>• Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work</li> <li>• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li> </ul>
	<p><b>Plan and Prioritise</b> Plan to achieve priority outcomes and respond flexibly to changing circumstances</p>	<ul style="list-style-type: none"> <li>• Understand the links between the business unit, organisation and the whole-of-government agenda</li> <li>• Ensure business plan goals are clear and appropriate and include contingency provisions</li> <li>• Monitor the progress of initiatives and make necessary adjustments</li> <li>• Anticipate and assess the impact of changes, including government policy and economic conditions, on business plans and initiatives and respond appropriately</li> <li>• Consider the implications of a wide range of complex issues and shift business priorities when necessary</li> <li>• Undertake planning to help the organisation transition through change initiatives, and evaluate progress and outcomes to inform future planning</li> </ul>
	<p><b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions</p>	<ul style="list-style-type: none"> <li>• Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues</li> <li>• Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others</li> <li>• Take account of the wider business context when considering options to resolve issues</li> <li>• Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements</li> <li>• Implement systems and processes that are underpinned by high-quality research and analysis</li> <li>• Look for opportunities to design innovative solutions to meet user needs and service demands</li> <li>• Evaluate the performance and effectiveness of services, policies and programs against clear criteria</li> </ul>
	<p><b>Project Management</b> Understand and apply effective planning, coordination and control methods</p>	<ul style="list-style-type: none"> <li>• Prepare and review project scope and business cases for projects with multiple interdependencies</li> <li>• Access key subject-matter experts' knowledge to inform project plans and directions</li> </ul>

- 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

## 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
 Personal Attributes	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
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	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	Adept
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate