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| **Cluster** | Planning, Industry & Environment |
| **Agency** | Department of Planning Industry and Environment |
| **Division/Branch/Unit** | Environment, Energy and Science/ Office of the Coordinator-General / Delivery Office |
| **Location** | State-wide (as negotiated) |
| **Classification/Grade/Band** | Environment Officer Class 10 |
| **Role Number** | Generic |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | February 2021 |
| **Agency Website** | [www.dpie.nsw.gov.au](http://www.dpie.nsw.gov.au) |

Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

The Environment, Energy and Science (EES) Group within DPIE brings together a range of functions including national park management, biodiversity and conservation, climate change, sustainability, resilience and adaptation, renewable energy and energy security, waste management and resource recovery, and environmental and mine safety regulation. The work of the Group is supported by centres of excellence in science; policy and strategy; and data analytics and insights.

Primary purpose of the role

The Senior Portfolio Performance Evaluation Officer – Climate Change Fund provides advice, expertise, analysis and support to ensure the appropriate oversight, governance, systems and processes are in place to manage the NSW Climate Change Fund. The role also provides expert advice and assurance to support the effective performance management of the Climate Change Fund (including portfolio and program evaluation, benefits realisation, monitoring, reporting and improvement requirements) to help ensure the government maximises its investment by delivering programs and projects with clearly defined benefits that are aligned to legislative and strategic outcomes.

Key accountabilities

* Guide Climate Change Fund portfolio and program performance planning, monitoring, reporting, evaluation and improvement, in line with established plans, budgets, timeframes, policy objectives and other priorities.
* Monitor Climate Change Fund portfolio performance and provide expert advice to the Fund’s Committees, including identifying emerging portfolio performance issues and risks and supporting the identification, collection, analysis, quality control and dissemination of portfolio performance and business intelligence information to help stakeholders make strategic and operational decisions.
* Support the Climate Change Fund and its programs to ensure outputs, outcomes and benefits are achieved through effective planning, evidence generation, monitoring, reporting, evaluation, review and improvement strategies.
* Provide expert advice and support on performance-related matters, including the design and implementation of performance management frameworks, tools, systems, resources and requirements
* Identify, and make recommendations to, the Climate Change Fund’s Administration Committee and Performance Sub-Committee on financial and resourcing impacts and requirements needed to ensure appropriate performance management of the Climate Change Fund portfolio.
* Develop strategies and plans to ensure that the Climate Change Fund has the right evidence to support reporting outcomes of its current investment and the development of future funding bids.
* Anticipate and respond to strategic drivers, trends, issues, risks and opportunities, making recommendations to Executives, and staff in line with established strategies, policies, plans, budgets, and decisions.
* Manage stakeholder relationships through effective communication, negotiation and issues management to ensure strong collaboration, engagement and/or co-delivery in pursuit of strategic and operational outcomes.

Key challenges

* Facilitating the design, delivery and evaluation/review of strategies, policy programs and projects to improve business outcomes in a complex operating environment.
* Ensuring investment in the priority evidence to support the demonstration of the outcomes of our activity and the evidence base supports future funding bids.
* Supporting the achievement of multiple policy, portfolio, program and project objectives, given limited resources and tight deadlines, the need to develop integrated solutions and balance competing demands and priorities.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Coordinator General and Group Leadership Team, Climate Change Fund Committees, Executive Director, Director, Manager | * Receive guidance and provide regular updates.
* Provide advice and contribute to decision making.
* Report and provide updates on strategic and operational portfolio, program and/or project performance and progress.
* Identify emerging issues/risks and their implications and propose solutions.
* Optimise engagement to help achieve defined outcomes and realise benefits.
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| Portfolio, program and project teams | * Guide, support, coach and mentor leaders and team members.
* Lead discussions and decisions regarding performance related matters.
* Work collaboratively to help achieve defined outcomes and realise benefits.
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| Staff | * Provide expert advice on strategic and operational performance (monitoring, evaluation, reporting, improvement and benefits realisation) related issues
* Consult and collaborate to resolve program and project related issues, define mutual interests and determine strategies to achieve their realisation.
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| **External** |  |
| Stakeholders | * Provide expert advice on performance (monitoring, evaluation, reporting, improvement and benefits realisation) related matters.
* Report and provide updates on strategic and operational portfolio, program and/or project performance and progress.
* Engage and consult in the resolution of strategic, portfolio, program and/or project performance risks, issues and opportunities
* Manage expectations and resolve issues
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| Vendors/Service Providers and Consultants | * Consult, provide and obtain information, negotiate required outcomes and timeframes.
* Resolve and provide solutions to issues.
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# Role dimensions

## Decision making

The role is expected to operate with a high level of autonomy, making day to day decisions relating to work priorities and workload management. The role is accountable for the quality, integrity and accuracy of advice provided and for the delivery of assigned projects on time, to quality and within budget.

## Reporting line

The Senior Portfolio Performance Evaluation Officer – Climate Change Fund reports to the Portfolio Manager – Climate Change Fund

## Direct reports

Nil. However, this role is expected to play a lead role in managing temporary project teams, comprising internal staff and external stakeholders.

## Budget/Expenditure

Nil.

Essential requirements

* Tertiary qualification in a relevant discipline and/or equivalent experience in a senior technical role in leading the measurement, modelling, reporting and/or evaluation/review achievement of policy, strategy, portfolio, program or project outcomes and benefits.

# 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**  |
|  | **Display Resilience and Courage**Be open and honest, prepared to express your views, and willing to accept and commit to change | Be flexible and adaptable and respond quickly when situations changeOffer own opinion and raise challenging issuesListen when ideas are challenged and respond appropriatelyWork through challengesRemain calm and focused in challenging situations | Intermediate |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiencesClearly explain complex concepts and arguments to individuals and groupsCreate opportunities for others to be heard, listen attentively and encourage them to express their viewsShare information across teams and units to enable informed decision makingWrite fluently in plain English and in a range of styles and formatsUse contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| **Influence and Negotiate**Gain consensus and commitment from others, and resolve issues and conflicts | Negotiate from an informed and credible positionLead and facilitate productive discussions with staff and stakeholdersEncourage others to talk, share and debate ideas to achieve a consensusRecognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomesInfluence others with a fair and considered approach and sound argumentsShow sensitivity and understanding in resolving conflicts and differencesManage challenging relationships with internal and external stakeholdersAnticipate and minimise conflict | 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 | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidenceAnticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experienceApply creative-thinking techniques to generate new ideas and options to address issues and improve the user experienceSeek contributions and ideas from people with diverse backgrounds and experienceParticipate in and contribute to team or unit initiatives to resolve common issues or barriers to effectivenessIdentify and share business process improvements to enhance effectiveness | Adept |
|  | **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 benefitsPrepare clear project proposals and accurate estimates of required costs and resourcesEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsIdentify and evaluate risks associated with the project and develop mitigation strategiesIdentify and consult stakeholders to inform the project strategyCommunicate the project’s objectives and its expected benefitsMonitor the completion of project milestones against goals and take necessary actionEvaluate 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 |
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| **Capability group/sets** | **Capability name** |  | **Description** | **Level**  |
|  | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Intermediate |
| 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 |
|  | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| Work Collaboratively | Collaborate with others and value their contribution | Adept |
|  | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | 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 |