

# Role Description

## Assistant Development Manager

<b>Cluster</b>	Transport
<b>Agency</b>	Transport for NSW
<b>Division/Branch/Unit</b>	Finance and Investment Division/Group Property
<b>Location</b>	Sydney CBD
<b>Classification/Grade/Band</b>	Grade 9
<b>Senior Executive Work Level Standards</b>	Work Contribution Stream: Professional/Technical/Specialist
<b>Role Number</b>	51014389
<b>ANZSCO Code</b>	132111
<b>PCAT Code</b>	1333334
<b>Date of Approval</b>	March 2019
<b>Agency Website</b>	<a href="http://www.transport.nsw.gov.au">www.transport.nsw.gov.au</a>

### Agency overview

Transport for NSW is the centrepiece of a reshaped transport cluster. It is responsible for setting the strategic direction and guiding an extended network of public and private service delivery agencies to deliver improved transport outcomes.

### Primary purpose of the role

The Assistant Development Manager will support the development of integrated transport and precinct property development based project outcomes by advising on and executing high value, complex commercial projects and transactions across the cluster. These transactions may include innovative planning and design options, funding and financing models, commercial structuring, financial analysis for business cases, as well as negotiations and restructures of contractual arrangements.

### Key accountabilities

- Support and contribute to the development, management and delivery of project strategies, bid evaluations and approvals that effectively deliver quality outcomes and achieve value for Government.
- Contribute to the facilitation and coordination of development activities through agreed procurement pathways, providing advice on strategic procurement options and contracting solutions that would be suitable for proposed investments, including developing funding and financing solutions to ensure value for money for TfNSW.
- Develop innovative funding and financial models, providing rationales and identify risks and financial impacts of commercial activities.
- Coordinate and contribute to a range of contractual and financial activities, including preparation of feasibilities and management of contracts, budget and progress payments.
- Coordinate the evaluation of commercial projects with the involvement of internal and external stakeholders and consultants.

- Provide expert advice and support on the application of commercial structuring and financial analysis in accordance with relevant frameworks, policies and standards.
- Coordinate and participate in project working groups and stakeholder forums encouraging collaboration and supporting the evaluation and delivery of commercial projects and transactions which enhance transport outcomes and customer experience.

## Key challenges

- Developing strong relationships across the cluster to promote commercial thinking and innovative financial solutions that enables the delivery of better transport outcomes and enhanced customer experience.
- Applying a consistent approach to achieving financial and commercial outcomes for high value, complex programs across the cluster, in partnership with peers and senior executives across the cluster.

## Key relationships

Who	Why
<b>Internal</b>	
Associate Director Development	<ul style="list-style-type: none"> <li>• Escalate issues, keep informed, advise and receive instructions</li> <li>• Provide regular updates on key deliverables, issues and priorities</li> <li>• Contribute to strategic planning, policy development and decision making</li> </ul>
<b>External</b>	
Key NSW Government stakeholders, including Department of Premier and Cabinet, Treasury, Infrastructure NSW and other Government Departments and industry bodies	<ul style="list-style-type: none"> <li>• Manage effective relationships and establish strategic partnerships and networks with key government stakeholders to ensure the successful delivery of transport services.</li> </ul>

## Role dimensions

### Decision making

As per the delegation level

### Reporting line

Reports to the Associate Director Development.

### Direct reports

As required.

### Budget/Expenditure

NA

## Essential requirements

Tertiary qualification in a relevant discipline or equivalent experience.






Demonstrated experience in statutory planning, design, project management and financial feasibilities.

## 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](http://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
 <b>Personal Attributes</b>	Display Resilience and Courage	Adept
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Adept
	Value Diversity	Adept
 <b>Relationships</b>	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Adept
 <b>Results</b>	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Advanced</b>
	<b>Demonstrate Accountability</b>	<b>Adept</b>
 <b>Business Enablers</b>	<b>Finance</b>	<b>Advanced</b>
	Technology	Adept
	<b>Procurement and Contract Management</b>	<b>Advanced</b>
	Project Management	Adept
 <b>People Management</b>	<b>Manage and Develop People</b>	<b>Adept</b>
	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
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Encourage a culture of recognising the value of collaboration</li> <li>• Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>• Share lessons learned across teams/units</li> <li>• Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering on intended outcomes</li> <li>• Make sure team/unit staff understand expected goals and acknowledge success</li> <li>• Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>• Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>• Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>• Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Results</b> Think and Solve Problems	Advanced	<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</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 systems, process and business improvements</li> <li>• Implement systems and processes that underpin high quality research and analysis</li> </ul>
<b>Results</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>• Assess work outcomes and identify and share learnings to inform future actions</li> <li>• Ensure that actions of self and others are focused on achieving organisational outcomes</li> <li>• Exercise delegations responsibly</li> <li>• Understand and apply high standards of financial probity with public monies and other resources</li> <li>• Identify and implement safe work practices, taking a systematic risk management approach to ensure health and</li> </ul>

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Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>safety of self and others</li> <li>Conduct and report on quality control audits</li> <li>Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</li> </ul>
<b>Business Enablers</b> Finance	Advanced	<ul style="list-style-type: none"> <li>Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management</li> <li>Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound</li> <li>Assess relative cost benefits of direct provision or purchase of services</li> <li>Understand and promote the role of sound financial management and its impact on organisational effectiveness</li> <li>Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement</li> <li>Respond to financial and risk management audit outcomes, addressing areas of non-compliance</li> </ul>
<b>Business Enablers</b> Procurement and Contract Management	Advanced	<ul style="list-style-type: none"> <li>Ensure that government and organisational policy in relation to procurement and contract management is implemented</li> <li>Monitor procurement and contract management risks and ensure that this informs contract development, management and procurement decisions</li> <li>Take responsibility for procurement and contract management activities and decisions by applying the guidelines and procedures</li> <li>Promote the principles of risk management as applied to procurement projects, to identify and mitigate risk</li> <li>Implement effective governance arrangements to monitor provider, supplier and contractor performance against contracted deliverables and outcomes</li> <li>Represent the organisation in the resolution of complex/sensitive disputes with providers, suppliers and contractors</li> </ul>
<b>People Management</b> Manage and Develop People	Adept	<ul style="list-style-type: none"> <li>Define and clearly communicate roles and responsibilities to achieve team/unit outcomes</li> <li>Negotiate clear performance standards and monitor progress</li> <li>Develop team/unit plans that take into account team capability, strengths and opportunities for development</li> <li>Provide regular constructive feedback to build on strengths and achieve results</li> <li>Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way</li> <li>Monitor and report on performance of team in line with established performance development frameworks</li> </ul>

