Role Description
Project and Branch Coordinator

Cluster	Regional NSW
Agency	Local Land Services
Classification/Grade/Band	LLS Grade 6
Role Family *internal use only*	Adapted / Projects and Programs / Delivery
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	January 2023
Agency Website	www.lls.nsw.gov.au

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has 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.

Local Land Services (LLS) is an Executive Agency related to the cluster. It provides quality, customer-focused services to landholders and the community across New South Wales. This regionally-based organisation brings together a wide range of service and advisory functions including agriculture, biosecurity, natural resource management, land management, biodiversity, emergency services, private native forestry.

Primary purpose of the role

The role develops and manages a range of programs to meet LLS objectives including strategic planning and project management activities, research and analysis to support the development and delivery of projects across the region and state.

Key accountabilities

- Provide a range of project management and branch support services, including preparation of reports and briefs, coordinating resources, events, meetings and activities, maintaining project documentation, and implementing and monitoring project plans, to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope, in line with established agency project management methodology
- Communicate with key stakeholders and coordinate working groups, committees and consultations to facilitate exchange of information and support project completion in line with project plans
- Source, collate and compile data and information to identify emerging issues and track and report on project progress against established milestones and deliverables
- Undertake research and analysis, identifying trends and preparing project briefs, to support informed decision-making and planning
- Develop major partnerships and support collaboration with external stakeholders and research bodies to address complex issues

- Develop, implement, and maintain a range of systems and procedures to support the LLS Policy branch effectively deliver its projects and policy initiatives
- Coordinate events, meetings and activities to support the LLS Policy branch meet its objectives and deliverables.

Key challenges

- Delivering a range of project management and support services, given tight deadlines, limited resources and the need to manage competing priorities
- Interpreting and applying relevant legislation, policy and procedures to develop solutions in relation to the project area.

Key relationships

Who	Why
Internal	
Team Leader/Manager/Senior Executive	- Receive direction and support in the development and implementation of the LLS programs against work plans - Escalate provides advice and recommendations to resolve complex issues to improve LLS programs
Team	- Participate in meetings, share information and provide input on issues and work collaboratively to contribute to achieving team outcomes - Guide, support, coach and mentor team members
Stakeholders and clients	- Develop and maintain effective relationships and open channels of communication - Exchange information and respond to enquiries
External	
Landholders/Stakeholders within government, industry and community groups	- Develop and maintain effective working relationships and open channels of communication to facilitate liaison, consultation, engagement and/or participation initiatives - Coordinate events, meetings and activities

Role dimensions

Decision making

- Determines and manages own work load and priorities
- Exercises discretion in the approach and content of information, advice and recommendations provided to determine an effective implementation of strategic plans and best practice
- In consultation with the Manager and other officers, develops partnerships and projects, provides technical advice and recommendations for delivery of LLS services and programs.

Reporting line

Team Leader or Manager, Varies by business unit

Direct reports

Nil

Budget/Expenditure

Nil

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Key knowledge and experience

- Sound project management skills and experience
- Understanding of the rural sector and issues faced by regional communities
- Experience in engaging and collaborating with a diverse range of stakeholders

Essential requirements

- Current NSW Driver Licence and the ability and willingness to travel
- Ability and willingness to undertake a police check and medical clearance

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**
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 • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so	Intermediate
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	• Keep up to date with relevant contemporary knowledge and practices • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate and maintain a high level of personal motivation	Adept
	Communicate Effectively	• Tailor communication to diverse audiences	Adept

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Relationships	Communicate clearly, actively listen to others, and respond with understanding and respect	• 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	
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	• Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers	Intermediate
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
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	• Understand the team and unit objectives and align operational activities accordingly • Initiate and develop team goals and plans, and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals • Accommodate and respond with initiative to changing priorities and operating environments	Intermediate
	Demonstrate Accountability	• Be proactive in taking responsibility and being accountable for own actions	Intermediate

		• Understand delegations and act within authority levels	
	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	• Identify and follow safe work practices, and be vigilant about own and others' application of these practices	
		• Be aware of risks and act on or escalate risks, as appropriate	
		• Use financial and other resources responsibly	
Business Enablers	**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 benefits	Adept
		• Prepare clear project proposals and accurate estimates of required costs and resources	
		• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements	
		• Identify and evaluate risks associated with the project and develop mitigation strategies	
		• Identify and consult stakeholders to inform the project strategy	
		• Communicate the project's objectives and its expected benefits	
		• Monitor the completion of project milestones against goals and take necessary action	
		• Evaluate progress and identify improvements to inform future projects	

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	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate

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Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
Business Enablers	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	Foundational