

Role Description

Policy Officer



**Regional
NSW**

Cluster	Regional NSW
Agency	Department of Regional NSW
Group/Division/Branch	Mining Exploration and Geoscience
Location	Regional NSW
Classification/Grade/Band	Clerk Grade 7 / 8
ANZSCO Code	511112
PCAT Code	1227292
Date of Approval	August 2021
Agency Website	www.regional.nsw.gov.au

Agency overview

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

Mining, Exploration and Geoscience (MEG) sets strategic policy for the state's mineral and energy resources, gathers, analyses and disseminates geoscientific information, and assesses and determines applications for mineral and petroleum titles for exploration activities and extractive uses. Through its Resources Regulator Branch the Group ensures the safe and sustainable functioning of the industry in NSW.

Mining, Exploration and Geoscience is committed to delivering strong and quality outcomes, with the vision of our minerals and petroleum resources generating prosperity for the people of NSW.

Primary purpose of the role

The Policy Officer coordinates and undertakes policy development, providing analysis and advice, to support the Department's policy initiatives and commitments.

Key accountabilities

- Undertake research and analysis, reviewing alternatives in relation to policy deliverables, to contribute to the policy process and inform decision making
- Provide a range of project management and support services, including preparation of discussion papers, briefs and submissions, to contribute to the development and delivery of policy initiatives
- Prepare and review policy advice to ensure alignment with policy directions
- Communicate with key stakeholders and coordinate working groups, committee meetings, and stakeholder consultations to support engagement as well as policy development and

implementation

- Undertake research and collate information for reporting, monitoring and evaluation purposes to contribute to the achievement of policy and project outcomes
- Provide timely, relevant analysis and advice to strategic policy issues including through coordination of cross divisional input
- Provide policy and project support for the Manager and Director, including provision of functions involving cross-government stakeholder engagement and project coordination

Key challenges

- Performing a range of policy and project development activities, given competing demands and priorities, and the need to adapt and assimilate information quickly to ensure policy outcomes are achieved
- Applying a proficient level of analytical, creative reasoning, and interpersonal skills in dealing with a range of complex issues whilst working in a high volume and often sensitive environment
- Researching, analysing and evaluating information, and developing strategy and policy proposals under pressure and against competing and short deadlines

Key relationships

Who	Why
Internal	
Director	<ul style="list-style-type: none">• Consult, receive direction and discuss issues
Manager	<ul style="list-style-type: none">• Participate in discussions and decisions regarding policy development• Escalate issues and propose solutions• Receive guidance and provide regular updates on key tasks, issues and priorities• Discuss work progress, escalate issues, advise and keep informed
Work Team	<ul style="list-style-type: none">• Support team members and work collaboratively to contribute to achieving team outcomes• Provide and receive feedback• Participate in meetings, share information and provide input on issues
Other Departmental staff	<ul style="list-style-type: none">• Exchange information and assist in coordination of policy issues across the Department
External	
Stakeholders	<ul style="list-style-type: none">• Respond to enquiries• Develop and maintain effective working relationships and open channels of communication• Report and provide updates on project and policy status
NSW Government agencies	<ul style="list-style-type: none">• Provide information and advice on policy matters.• Consult, as approved, to obtain access to information and different perspectives, to identify emerging policy issues and work on intergovernmental policy initiatives

Role dimensions

Decision making

- Undertakes day to day tasks independently and develops own priorities in accordance with the work plan and unit work demands
- Assesses and advises on appropriate approaches on policy issues for the Division
- Refers critical issues to the senior manager and/or director

Reporting line

The role reports to allocated supervisor/manager

Direct reports

Nil.

Budget/Expenditure

Nil.

Key knowledge and experience

- Experience in the development and delivery of high-level strategic advice and programs to Government

Essential requirements

- Tertiary qualifications and/or demonstrated experience relevant to the role
- Compliance with pre-employment probity screening is mandatory and a condition of engagement

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

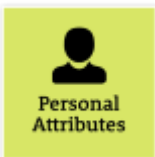

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> • Be flexible and adaptable and respond quickly when situations change • Offer own opinion and raise challenging issues • Listen when ideas are challenged and respond appropriately • Work through challenges • Remain calm and focused in challenging situations 	Intermediate
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • 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
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Tailor communication to diverse audiences • 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 	Adept
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed 	Intermediate
	Think and Solve Problems	<ul style="list-style-type: none"> • Identify the facts and type of data needed to understand a problem or explore an opportunity 	Intermediate


	Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • Research and analyse information to make recommendations based on relevant evidence • Identify issues that may hinder the completion of tasks and find appropriate solutions • Be willing to seek input from others and share own ideas to achieve best outcomes • Generate ideas and identify ways to improve systems and processes to meet user needs 	
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> • Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • 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 	Intermediate
	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> • Perform basic research and analysis to inform and support the achievement of project deliverables • Contribute to developing project documentation and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify and escalate possible variances from project plans 	Intermediate

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
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	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	Intermediate
	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

	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	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