

Role Description

Graduate Project Officer



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Public Works Advisory
Location	Regional NSW
Classification/Grade/Band	Grade 3/4
Kind of Employment	Ongoing
Role Number	Generic Position across NSW Public Works
ANZSCO Code	133111
PCAT Code	
Date of Approval	23 rd September 2010
Agency Website	www.finance.nsw.gov.au and www.publicworks.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.

Public Works Advisory (PWA) is part of the Department of Regional NSW and supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, design, delivery and support services. There's nothing abstract about what we do. Just look around. Our work is in the hospitals, dams, water treatment plants and high schools – the real foundations of prosperous communities. Every day we help shape the ambitious projects that bring progress to more people in NSW. From forging a more sustainable relationship with the land around us, to engineering the big ideas of the future. In every challenge we see the chance to build stronger and more connected communities. We do this by developing solutions that show creativity and grassroots ingenuity, providing impartial advice and support at all levels of government and the private sector, and partnering with experts to maximise the benefits of our knowledge and experience.

In PWA offices all over the state, you'll find local expertise for local issues. We uncover the best talent, scrutinise cost and risk, and bridge the gap between private sector and government. By managing these nuances, projects we work on don't just get done, they become benchmarks others aspire to.

Primary purpose of the role

Assists higher level Project Manager(s) with the planning and/or delivery of a range of assigned infrastructure project tasks, or may manage small scale infrastructure projects with low complexity in order that time, cost, quality, safety and environmental targets and the region's business objectives and client expectations are met.

Key accountabilities

- Plan and deliver assigned infrastructure project tasks by applying standard organisational procedures and carrying out tasks assigned by the Project Manager
- Contribute to infrastructure project planning and delivery by participating in project planning sessions under the leadership of the Project Manager and by carrying out project tasks assigned by the Project Manager.
- Contribute to regional business performance by delivering tasks and projects in accordance with nominated cost budgets.
- Contribute to achievement of client satisfaction targets by delivering tasks and projects to best practice requirements and by being responsive and effective in all client interactions.
- Contribute to the capture of lessons learned on projects by identifying opportunities for improvement as a project proceeds and as a participant in formal lessons learned forums.
- Contribute to the continued professionalism and technical reputation of the region by conducting continuous professional self-development in consultation with the Project Manager.

Key challenges

- Delivering project tasks and project activities given the strict time, cost and quality parameters apply when managing multiple tasks.
- Identifying and managing project delivery risks, including safety and environmental risks.
- Managing service delivery to meet sound project commercial outcomes.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Contribute to advice given on technical issues related to project management services. • Escalate issues, keep informed, advise, receive guidance and instructions.
Work Team	<ul style="list-style-type: none"> • Work collaboratively with team members to contribute to achieve business outcomes. • Participate in meetings to share information and provide input on issues.
External	
Customers/stakeholders	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication to ensure stakeholders are well informed. • Contribute to a client-focused approach to service delivery.
Vendors/Service Providers	<ul style="list-style-type: none"> • Contact to provide and gather information and resolve routine issues.
Industry professionals/consultants	<ul style="list-style-type: none"> • Seek/maintain specialist knowledge/advice and keep up to date with industry best practice. • Participate in forums, groups to represent the agency and share information.

Role dimensions

Decision making

- The Graduate Project Officer makes day to day decisions in relation to prioritising activities.
- On site problems, contractual variations, extensions of time and progress claims are dealt with in accordance with delegated authorities.

Direct reports

Nil

Budget/Expenditure

The revenue targets for this role are set on an annual basis and will form part of the roles Performance and Development Plans.

Essential requirements

- Appropriate trade, post-trade or tertiary qualifications and/or equivalent relevant working experience in project management, engineering, architecture, and building or construction.
- Well-developed knowledge and understanding of current Work Health and Safety legislation and regulations.
- A valid NSW Driver's licence and willingness to drive to remote locations which may include overnight stays.
- Employment screening checks, security or other clearances and health assessments.






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

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
 Personal Attributes	Display Resilience and Courage	Foundational
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate
 People Management	Manage and Develop People	Foundational
	Inspire Direction and Purpose	Foundational
	Optimise Business Outcomes	Foundational
	Manage Reform and Change	Foundational

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
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> Adapt existing skills to new situations Show commitment to achieving work goals Show awareness of own strengths and areas for growth and develop and apply new skills Seek feedback from colleagues and stakeholders Maintain own motivation when tasks become difficult
Relationships	Intermediate	<ul style="list-style-type: none"> Focus on key points and speak in 'Plain English'

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Communicate Effectively		<ul style="list-style-type: none"> Clearly explain and present ideas and arguments Listen to others when they are speaking and ask appropriate, respectful questions Monitor own and others' non-verbal cues and adapt where necessary Prepare written material that is well structured and easy to follow by the intended audience Communicate routine technical information clearly
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> Complete work tasks to agreed budgets, timeframes and standards Take the initiative to progress and deliver own and team/unit work Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals Seek and apply specialist advice when required
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> Perform basic research and analysis which others will use to inform project directions Understand project goals, steps to be undertaken and expected outcomes Prepare accurate documentation to support cost or resource estimates Participate and contribute to reviews of progress, outcomes and future improvements Identify and escalate any possible variance from project plans
People Management Manage and Develop People	Foundational	<ul style="list-style-type: none"> Clarify work required, expected behaviours and outputs Contribute to developing team capability and recognise potential in people Give support and regular constructive feedback that is linked to development needs Identify appropriate learning opportunities for team members Recognise performance issues that need to be addressed and seek appropriate advice