

# Role Description

## Senior Integrity Officer

Role Description Fields	Details
Cluster	Regional NSW
Department/Agency	Department of Regional NSW
Division/Branch/Unit	Mining, Exploration & Geoscience
Role number	TBC
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	599999
PCAT Code	1119192
Date of Approval	July 2022
Agency Website	<a href="http://www.regional.nsw.gov.au">www.regional.nsw.gov.au</a>

### 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.

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 Senior Integrity Officer provides strategic and operational support to identify and control fraud and corruption both by staff and/or by third parties against the interests of DRNSW and MEG. The role contributes to ensuring internal fraud and corruption risk controls are in place, documented and kept up to date; requisite business improvement activities occur, and awareness raising to embed a culture of ethical behaviours and practice across Mining, Exploration and Geoscience (MEG).

### Key accountabilities

- Lead and manage all aspects of a project lifecycle in accordance with agreed organisational project management methodology, undertaking all required activities and reporting against agreed deliverables, timelines, and budget.
- Establish and maintain stakeholder relationships (internal and external) through effective communication, negotiation, and issues management to engage stakeholders, influence decision-making and ensure MEG deliverables and obligations are met.
- Oversee the administration and reporting of corruption-prevention programs and activities, including a staff and pre-employment probity clearance program, ensuring relevant documentation including

records, evaluations and reports are appropriately compiled, maintained and stored in line with the organisation's record keeping requirements.

- Provide high-level advice, consultancy services and any requisite reporting on integrity, professional standards, alleged corruption and conduct matters to ensure matters are handled appropriately and in a timely manner in accordance with DRNSW Fraud and Corruption Framework and any MEG specific Fraud and Corruption Action Control and Risk Management Plans.
- Monitor changes in legislation and regulations and proactively provide information and advice to appropriate MEG delegates, including any requisite changes or updates to existing MEG Fraud and Corruption Action Control or Risk Management Plans. Lead and coordinate any subsequent business or process improvement activities, including in consultation with appropriate agency delegates any required promulgation activities and/or staff education or training activities.
- Provide or coordinate within MEG any specialised advice and staff training to support improved compliance with the DRNSW Fraud and Corruption Control Framework and/or any MEG Fraud and Corruption Control or Risk Management Plans.
- Support the development and delivery of any Integrity Governance and Risk business improvement initiatives, including drafting any required business improvements or written directions to ensure adherence to and compliance with the DRNSW Fraud and Corruption Control Framework and/or any MEG Fraud and Corruption Control or Risk Management Plans.

## Key challenges

- Undertaking highly sensitive work relating to workforce relations, maintaining the highest level of confidentiality and professionalism in dealings with potentially difficult stakeholders.
- Ongoing business capability uplift and process improvement focus whilst ensuring delivery of current workload with limited resources, sensitive stakeholders and the need to manage competing priorities.
- Managing consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints, and interests.

## Key relationships

### Internal

Who	Why
Manager	<ul style="list-style-type: none"> <li>• Receive guidance and provide regular updates on key projects, issues and priorities</li> <li>• Provide timely advice and contribute to risk managed decision making</li> <li>• Identify and escalate emerging issues/risks and their implications and propose solutions</li> <li>• Provide accurate and timely information relating to enquiries, reviews and/or investigations</li> </ul>
Team	<ul style="list-style-type: none"> <li>• Guide, support, coach and mentor team members (as appropriate)</li> <li>• Work collaboratively to contribute to achieving team outcomes and deliverables</li> </ul>

Stakeholders (MEG Executive Team, Cluster Corporate Services particularly Audit & Investigations, HR, Employee Relations)	<ul style="list-style-type: none"> <li>• Provide expert advice on integrity related issues</li> <li>• Report and provide updates on any attributed projects or work activity</li> <li>• Develop and maintain effective relationships and open channels of communication</li> <li>• Exchange information and respond to enquiries in a timely manner</li> <li>• Consult and collaborate to resolve integrity related issues, define mutual interests and determine strategies to achieve their realisation and communicate appropriately</li> <li>• Act as the initial liaison point for enquiries or investigations regarding alleged corrupt or improper conduct</li> </ul>
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## External

Who	Why
Integrity agencies (including ICAC, NSW Ombudsman, NSW Police Force), unions and employee representatives, legal advisors	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships and open channels of communication with key external Government agencies</li> <li>• Act as liaison point for enquiries or investigations regarding alleged corrupt or improper conduct</li> <li>• Support and advise on any enquiries or investigation regarding alleged corrupt or improper conduct</li> <li>• Provide accurate and timely information relating to enquiries, reviews and/or investigations.</li> </ul>
Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> <li>• Manage contracts and monitor provision of service to ensure compliance with contract and service arrangements</li> <li>• Consult, provide and obtain information, negotiate required outcomes and timeframes</li> <li>• Resolve and provide solutions to issues</li> </ul>

## Role dimensions

### Decision making

- Set own priorities within overall agreed work plan to achieve project objectives and deadlines and make day to day decisions in relation to work functions and projects.
- Provide timely and rigorous advice with authoritative recommendations on a range of integrity issues while operating within legislative and regulatory provisions, DRNSW and public sector frameworks, strategic and business plans and applicable policies.
- Escalate to the Manager any issues which may have workforce relations or political implications across MEG or DRNSW and any issues or political sensitivities that may need to be brought to the attention of the MEG Executive Team or to the Minister.

### Reporting line

This role reports to the Manager Integrity, Governance and Risk

### Direct reports

Nil

### Budget/Expenditure

Nil

## Key knowledge and experience

- Experience in providing nuanced and timely advice within legislative, regulatory and Government policy frameworks
- Experience in the development and implementation of projects and communications strategies in a complex, dynamic, multifaceted environment
- Experience in government administration

## Essential requirements

- Appropriate tertiary qualifications or equivalent, relevant professional experience and training
- 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
	<b>Display Resilience and Courage</b> Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"><li>• Be flexible, show initiative and respond quickly when situations change</li><li>• Give frank and honest feedback and advice</li><li>• Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately</li><li>• Raise and work through challenging issues and seek alternatives</li><li>• Remain composed and calm under pressure and in challenging situations</li></ul>	Adept



### 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 and encourage others to do so
- Act professionally and support a culture of integrity
- Identify and explain ethical issues and set an example for others to follow
- Ensure that others are aware of and understand the legislation and policy framework within which they operate
- Act to prevent and report misconduct and illegal and inappropriate behaviour

Adept

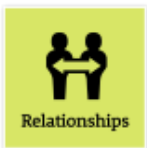


### Manage Self

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

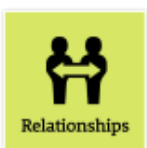


### Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

- 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



### Work Collaboratively

Collaborate with others and value their contribution

- Encourage a culture that recognises the value of collaboration
- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services

Adept



### **Influence and Negotiate**

Gain consensus and commitment from others, and resolve issues and conflicts

- Negotiate from an informed and credible position
- Lead and facilitate productive discussions with staff and stakeholders
- Encourage others to talk, share and debate ideas to achieve a consensus
- Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes
- Influence others with a fair and considered approach and sound arguments
- Show sensitivity and understanding in resolving conflicts and differences
- Manage challenging relationships with internal and external stakeholders
- Anticipate 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 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



### **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 evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
- Seek contributions and ideas from people with diverse backgrounds and experience
- Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
- Identify and share business process improvements to enhance effectiveness

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### Demonstrate Accountability

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- Assess work outcomes and identify and share learnings to inform future actions
- Ensure that own actions and those of others are focused on achieving organisational outcomes
- Exercise delegations responsibly
- Understand and apply high standards of financial probity with public monies and other resources
- Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety
- Conduct and report on quality control audits
- Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks

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### Project Management

Understand and apply effective planning, coordination and control methods

- Prepare and review project scope and business cases for projects with multiple interdependencies
- Access key subject-matter experts' knowledge to inform project plans and directions
- Design and implement effective stakeholder engagement and communications strategies for all project stages
- Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning
- Develop effective strategies to remedy variances from project plans and minimise impact
- Manage transitions between project stages and ensure that changes are consistent with organisational goals
- Participate in governance processes such as project steering groups






Advanced

## 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.

Capability group/sets	Capability name	Description	Level
	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
	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	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