

Role Description

Senior Government Relations Officer

Cluster	Transport
Agency	Transport for NSW
Division/Branch/Unit	Freight, Strategy and Planning, Freight Industry Branch, Freight Policy & Government Relations
Location	Chippendale
Classification/Grade/Band	Grade 8
Role Number	TBC x 2
ANZSCO Code	TBC
PCAT Code	TBC
Date of Approval	TBC
Agency Website	www.transport.nsw.gov.au

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 Senior Government Relations Officer coordinates and undertakes the development and implementation of a range of engagement initiatives and plans related to freight and contributes to the delivery of policy commitments that support organisational objectives and advocate for freight interests for NSW

Key accountabilities

- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers
- Contribute to the development, implementation and evaluation of strategic, tactical and operational government relations and engagement plans, programs, projects and initiatives to ensure alignment and integration with the freight policy direction and freight interests in NSW
- Contribute to and influence freight policies created within FIB to facilitate alignment and integration with strategies of other levels of government
- Develop and maintain strong internal and external relationships to exchange information with key stakeholders to inform recommendations and decisions related to freight interests in NSW
- Undertake and coordinate regular communication with senior policy advisors and managers within the TfNSW cluster and other government departments to understand key concerns and issues, facilitate information flow, and to facilitate improved freight outcomes in NSW
- Provide support for regular freight meetings with key and senior stakeholders to facilitate the effective functioning of these groups

- Prepare and coordinate briefings, agendas, minutes, correspondence, speech notes, discussion papers, reports and other documentation as required to support the effective performance of the FIB
- Proactively contribute to the collaborative approach of the team to facilitate innovative thinking and to consistently deliver on improved freight outcomes

Key challenges

- Delivering initiatives and projects to the required standards and timeframes, given the need to rapidly understand and integrate information and adapt in an often changing and unpredictable environment
- Effectively contributing to a culture of innovation and continuous improvement in a changing and complex operating environment
- Formulating and recommending multi-modal solutions to facilitate the integration with strategic directions

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Provide strategic advice to influence decisions • Provide progress reports and recommendations regarding the development and implementation of initiatives
Clients/Stakeholders	<ul style="list-style-type: none"> • Establish and maintain consultative working relationships • Provide subject matter expertise in Government policy issues • Engage support and ensure that all perspectives and implications are considered in decision making
External	
Key stakeholders/Government agencies	<ul style="list-style-type: none"> • Establish and maintain consultative working relationships

Role dimensions

Decision making

As per the delegation level of the role

Reporting line

The Senior Government Relations Officer reports to the Principal Manager Government Relations

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements





- Tertiary qualifications in a relevant discipline and/or equivalent and relevant experience
- Demonstrated knowledge of the freight sector, including freight regulatory development and reform

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	Adept
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Build a culture of respect and understanding across the organisation • Recognise outcomes which resulted from effective collaboration between teams • Build co-operation and overcome barriers to information sharing and communication and collaboration across the organisation and cross government • Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Results Deliver Results	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Project Management	Adept	<ul style="list-style-type: none">• Prepare clear project proposals and define scope and goals in measurable terms• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements• Prepare accurate estimates of costs and resources required for more complex projects• Communicate the project strategy and its expected benefits to others• Monitor the completion of project milestones against goals and initiate amendments where necessary• Evaluate progress and identify improvements to inform future projects