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| **Cluster** | **Planning, Housing & Infrastructure** |
| **Agency** | **Department of Planning, Housing & Infrastructure** |
| **Division/Branch/Unit** | **Property, Development & Valuation / Property & Development NSW / Strategic Advisory Services** |
| **Classification/Grade/Band** | **Clerk Grade 7/8** |
| **Role number** | **TBA** |
| **ANZSCO Code** | **224713** |
| **PCAT Code** | **1119192** |
| **Date of Approval** | **February 2024** |
| **Agency Website** | **https://www.nsw.gov.au/departments-and-agencies/department-of-planning-housing-and-infrastructure** |

Agency overview

The Department of Planning, Housing and Infrastructure is building the future of NSW through delivering diverse planning, housing solutions and infrastructure across the state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

Property, Development & Valuation (the Group) within Department of Planning, Housing and Infrastructure (DPHI) oversees the management of NSW Government real property assets, including the management of the NSW Government’s social housing portfolio and oversight of strategic use and disposal of government owned land. The Group includes Property & Development NSW, Waste Assets Management Corporation, Hunter & Central Coast Development Corporation, Sydney Olympic Park Authority and Valuation NSW.

Property & Development NSW (PDNSW) is a Division within PDV. The Division is responsible for the management and delivery of large scale or complex real estate projects, transactions (acquisitions, divestments and development management), whole of government policy, strategy and analytics, workplace strategy, design and delivery, and manages the state’s significant property portfolio.

Strategic Advisory Services within PDNSW delivers expert strategic property advisory services to ensure that government-owned property and government-led development are advanced in support of whole-of-government strategic priorities to maximise community benefit.

Primary purpose of the role

Provide policy analysis, advice and project coordination to support the development and delivery of whole of government property policy and strategies.

# Key accountabilities

* Contribute to the development of real property policies and strategies through the provision of timely and relevant analysis and advice on strategic property policy issues.
* Undertake research, analysis and review of options to contribute to the policy process to inform decision making and contribute to the evaluation and reporting on policy outcomes.
* Support the Senior Managers with the analysis of supporting data including financial modeling, portfolio planning and whole of government capital requirements.
* Support programs of work reviewing NSW Government property portfolios to deliver on housing and other objectives.
* Prepare a range of project or policy related documents including correspondence, briefs, reports, status updates and discussion papers.
* Manage relevant internal and external relationships to support effective consultation and collaboration.

Key challenges

* Applying a high degree of critical analysis and creative reasoning skills in dealing with a range of complex issues whilst working in a high volume and often sensitive environment.
* Contributing to the development of policy proposals and providing advice on issues that are complex, sensitive or technical, considering a range of sector, Government and community issues in the policy making process.
* Communicating with a range of stakeholders including senior representatives of industry and government given the diversity of communication channels and styles that need to be employed.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Deliver timely and accurate reports to Manager that reflects business priorities |
| Director | * Receive direction and advice on work priorities and business objectives. |
| Work team | * Seek information and collaborate with team members to develop policies and strategies |
| **External** |  |
| Stakeholders | * Consult and communicate effectively with stakeholders in developing solutions |

# Role dimensions

## Decision making

* Works under general direction within a clear framework of accountability
* Plans and manages own work priorities within the context of the role and project priorities.

## Reporting line

* Director, Strategy PDNSW
* Dotted reporting line to Senior Manager Policy and Strategy on specific projects

## Direct reports

No direct reports.

## Budget/Expenditure

Nil

Essential requirements

* Tertiary qualification in a property related discipline or equivalent experience.
* Experience in supporting aspects of the policy process - research, development, review and evaluation.
* Experience in using and/or utilising the outputs of geospatial tools in a land and property context to support project delivery

Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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 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 |
| relationships | **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 |
| 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 |
| results | **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 | Adept |
| business-enablers | **Project Management**  Understand and apply effective planning, coordination and control methods | 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.

| **Capability group/sets** | **Capability name** | **Description** | **Level** |
| --- | --- | --- | --- |
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
|  | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
|  | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Adept |
|  | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
|  | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
|  | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
|  | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | 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 |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |