|  |  |  |
| --- | --- | --- |
| **Cluster** | Stronger Communities | |
| **Department** | Department of Communities and Justice | |
| **Division/Branch/Unit** | Law Reform and Legal Services | |
| **Location** | Sydney | |
| **Classification/Grade/Band** | Departmental Professional Officer Grade 3 | |
| **Role Number** | TBA | |
| **ANZSCO Code** | 224412 | |
| **PCAT Code** | 2119181 | |
| **Date of Approval** | 10 September 2019 | **Ref: LRLS0002** |
| **Agency Website** | www.justice.nsw.gov.au | |

# Primary purpose of the role

Coordinate and undertakes policy development, providing analysis and advice, to support Agency and/or Government policy initiatives and commitments.

# Key accountabilities

* Undertake research and analysis, reviewing alternatives in relation to policy deliverables, to contribute to the policy process and to 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 outcomes

# Key challenges

# Performing a range of policy development activities, given competing demands and priorities, and the need to adapt and assimilate information quickly to ensure policy outcomes are achieved

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * 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 |
| Work Team | * 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 |
| Stakeholders | * Respond to enquiries * Develop and maintain effective working relationships and open channels of communication * Report and provide updates on project status |
| **External** |  |
| Stakeholders | * Respond to enquiries * Develop and maintain effective working relationships and open channels of communication * Report and provide updates on project |

# Role dimensions

## Decision making

The Policy Officer works with minimal supervision, and prepares policy and legal advice, including making recommendations, under the pressure of time constraints and exercises discretion in handling confidential and sensitive information.

## Reporting line

## Policy Manager or the Executive Director, Policy Strategy and Legislation

## Direct reports

Nil

## Budget/Expenditure

# Nil

## Budget/Expenditure

# Nil

# Essential requirements

* Legal qualifications (Bachelor of Laws or equivalent)
* Sound knowledge of Commonwealth and State law, government functions and the legislative process

# Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at <https://www.psc.nsw.gov.au/workforce-management/capability-framework>

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

## 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**  Display Resilience and Courage | Intermediate | Be flexible and adaptable and respond quickly when situations change  Offer own opinion and raise challenging issues  Listen when ideas are challenged and respond in a reasonable way  Work through challenges  Stay calm and focused in the face of challenging situations |
| **Personal Attributes**  Manage Self | Adept | 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 a high level of personal motivation |
| **Relationships**  Communicate Effectively | Adept | 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 |
| **Results**  Deliver Results | Intermediate | 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 |
| **Results**  Think and Solve Problems | Intermediate | Research and analyse information and make recommendations based on relevant evidence  Identify issues that may hinder completion of tasks and find appropriate solutions  Be willing to seek out input from others and share own ideas to achieve best outcomes  Identify ways to improve systems or processes which are used by the team/unit |
| **Business Enablers**  Project Management | Intermediate | 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 |