# Role Description

# Senior Advisor, Aboriginal Employment (Identified)

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| **Role Description Fields** | **Details** |
| **Cluster** | **Premier and Cabinet** |
| **Department/Agency** | **Premier's Department** |
| **Division/Branch/Unit** | **People & Operations Group / People, Culture & Talent** |
| **Role number** | **TBC** |
| **Classification/Grade/Band** | **Clerk Grade 9/10** |
| **Senior executive work level standards** | **Not Applicable** |
| **ANZSCO Code** | **511112** |
| **PCAT Code** | **3119192** |
| **Date of Approval** | **21 August 2023** |
| **Agency Website** | [**https://www.nsw.gov.au/premiers-department**](https://www.nsw.gov.au/premiers-department) |

## Agency overview

The Premier’s Department and the Cabinet Office commenced operations on 1 July 2023 as separate but complementary agencies at the centre of government, replacing the Department of Premier and Cabinet.

The Premier’s Department leads the state’s 430,000 public servants, driving collaboration and the delivery of whole-of-government priorities.

For more information go to <https://www.nsw.gov.au/premiers-department>

## Primary purpose of the role

The Senior Advisor, Aboriginal Employment is responsible for driving the development and implementation of policies, initiatives, programs, and advice contained in the Department’s Aboriginal Employment Strategy Action Plan.

## Key accountabilities

* Lead the development of tailored programs, policies, and initiatives, including how the Department attracts, recruits, develops, and retains Aboriginal and Torres Strait Islander people, and how we build organisational cultural capability and inclusive workplaces.
* Respond to feedback provided by stakeholders and networks, by providing advice on best practice and adapting team outputs to meet objective need.
* Review, evaluate, and report on progress, successes, challenges and impact of the Aboriginal Employment Strategy Action Plan and related initiatives, using data to drive insights and inform decision making.
* Contribute to internal governance initiatives and prepare briefs, policy and discussion papers, to support governance, embed best practice, and build accountability.
* Work with the broader People, Culture & Talent team by supporting and educating the team on Aboriginal employment, to enable the team’s confidence in the Aboriginal recruitment space.
* Research and prepare high quality advice to the Department and other stakeholders, to support the Department’s policies, initiatives, and Action Plan.
* Proactively build and maintain a strong relationship with the Aboriginal Staff Advisory Committee and other employee networks and groups to ensure consistent consultation and collaboration on the development and implementation of policies, initiatives, programs.

## Key challenges

* Identifying emerging issues and potential improvements to workforce strategies in consultation with colleagues, and external and internal stakeholders in an environment of ongoing change.
* Prioritising the many complex and competing needs of various stakeholders within the constraints of available resources and limited funding.
* Keeping abreast of local issues and facilitating the necessary support to enable effective delivery of programs and services to employees, ensuring steady uptake and behavioural change.
* Working with broader People, Culture & Talent team to ensure consistency and amplifying whole of team efforts.

## Key relationships

**Internal**

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| Who | Why |
| Associate Director, Inclusion and Wellbeing | * Escalate issues, keep informed, advise and receive instructions. * Receive guidance and provide regular updates on work assignments, issues and priorities. |
| Work team | * Maintain effective working relationships to ensure collaboration. and communication to facilitate a consolidated approach. |
| Stakeholders | * Liaise with stakeholders to ensure the provision of timely and accurate advice when requested. * Develop and maintain effective working relationships. * Negotiate/agree on timeframes |

**External**

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| Who | Why |
| External stakeholders | * Develop and maintain effective working relationships. |

## Role dimensions

### Decision making

Decisions which are made by the role holder include:

* Setting work priorities within agreed parameters and approved work and project plans, organising and managing own workload and allocation of tasks to any staff assisting with projects.
* Decides the format, content and tone of reports, briefs and other work in conjunction with a manager / director and decides the scope, content and format of information provided to key stakeholders, liaising with the manager when necessary.

Decisions referred to a supervisor include:

* Any that will require or that will result in significant changes to project outcomes or timeframes; those with the potential to escalate or create precedent; matters requiring a higher administrative or financial delegation or submission to a higher level of management.

### Reporting line

The Senior Advisor, Aboriginal Employment reports to the Associate Director, Inclusion and Wellbeing.

### Direct reports

Nil

### Budget/Expenditure

Nil

## Essential requirements

* Only Aboriginal and/or Torres Strait Islander persons are eligible to apply for this role. Proof of Aboriginality is required.
* Demonstrated ability to communicate sensitively and effectively with, and understand issues impacting on, Aboriginal and Torres Strait Islander peoples.
* Formal qualifications in a related discipline or equivalent knowledge, skills, and experience.

Where a position is identified, an applicant’s race is a genuine occupational qualification and authorised by Section 14(d) of the Anti-Discrimination Act 1977.

## 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

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| **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 |
| personal-attributes | **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 |
| personal-attributes | **Value Diversity and Inclusion**  Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Promote the value of diversity and inclusive practices for the organisation, customers and stakeholders  Demonstrate cultural sensitivity, and engage with and integrate the views of others  Look for practical ways to resolve any barriers to including people from diverse cultures, backgrounds and experiences  Recognise and adapt to individual abilities, differences and working styles  Support initiatives that create a safe and equitable workplace and culture in which differences are valued  Recognise and manage bias in interactions and decision making | 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 | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues  Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others  Take account of the wider business context when considering options to resolve issues  Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements  Implement systems and processes that are underpinned by high-quality research and analysis  Look for opportunities to design innovative solutions to meet user needs and service demands  Evaluate the performance and effectiveness of services, policies and programs against clear criteria | Advanced |
| business-enablers | **Technology**  Understand and use available technologies to maximise efficiencies and effectiveness | Identify opportunities to use a broad range of technologies to collaborate  Monitor compliance with cyber security and the use of technology policies  Identify ways to maximise the value of available technology to achieve business strategies and outcomes  Monitor compliance with the organisation’s records, information and knowledge management requirements | Adept |

## Occupational Specific Focus Capabilities

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| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
| human-resources-professionals-capability-set | **Workforce strategy**  Contribute to defining business objectives, create evidence based workforce strategies to achieve outcomes and guide the organisation through the required change | Develop and maintain an understanding of business goals and context through ongoing liaison with employees and managers, ensuring all advice given takes account of that context.  Support managers to define business goals and identify best fit workforce strategies to enable their delivery.  Support managers to identify capabilities required in the short and long term to deliver business outcomes, informed by analysis of the growing diversity of customer and stakeholder needs.  Support communications to explain how capability-based workforce strategies can be used as a major input to achieving business goals and outcomes while also supporting rewarding careers for employees.  Develop managers and employees in understanding changes in business strategies and translating these to their day-to-day responsibilities and roles in the context of the organisation.  Develop managers in identifying the impact of change on key stakeholders in order to fully realise the benefits of change decisions. | Level 2 |
| human-resources-professionals-capability-set | **Workforce insights**  Establish and maintain workforce management systems, data and analysis to support evidence-based decision making | Analyse workforce and business data to determine workforce strategy impacts on organisational outcomes; draw conclusions about potential changes to improve results.  Interpret workforce data and information and prepare evidence based reports identifying trends to support policy formulation, program planning and external reporting.  Analyse workforce data to assess cultural health and alignment with the organisation's Employee Value Proposition.  Consult internal stakeholders to understand their information requirements, seek process improvement ideas and feedback.  Contribute technical knowledge and advice to the design of business-aligned workforce information systems.  Work with employees and managers to facilitate effective implementation and use of workforce management technology.  Evaluate the implementation and effectiveness of existing workforce management technology across human resource processes.  Prepare and check the quality of mandatory data reports to external agencies. | Level 2 |
| human-resources-professionals-capability-set | **Employee services**  Deliver customer focused services to optimise the employment life-cycle experience at an individual and organisational level | Deliver required workforce management services to employees and managers in line with service-level agreement for the division or organisation, ensuring compliance with legislative and regulatory requirements.  Advise managers and employees on more complex employment issues, escalating matters as required.  Provide specialist support to managers and employees during the implementation of new or changed employee service offerings.  Use tools to analyse processes in order to identify opportunities to improve response times, increase quality and reduce costs.  Evaluate internal feedback to inform and facilitate high quality, responsive employee services.  Conduct analysis to determine the impacts of legislative or policy changes and implement required changes in order to maintain compliance.  Evaluate service levels and provide timely ad-hoc and regular feedback to third party suppliers | Level 2 |

## 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.

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| **Capability group/sets** | **Capability name** | **Description** | **Level** |
| personal-attributes | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| relationships | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Adept |
| relationships | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| relationships | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Adept |
| results | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| results | Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |
| business-enablers | Project Management | Understand and apply effective planning, coordination and control methods | Intermediate |