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| **Cluster** | Department of Premier and Cabinet |
| **Agency** | Investment NSW |
| **Division/ Branch/ Unit** | Economic Development |
| **Role number** | 74527 |
| **Classification/Grade/Band** | Clerk Grade 11/12 |
| **Type of Employment** | Ongoing |
| **ANZSCO Code** | 224412 |
| **PCAT Code** | 2119192 |
| **Date of Approval** | April 2021 |
| **Agency Website** | www.investment.nsw.gov.au |

**Agency overview**

As a central agency, Investment NSW will drive all trade and investment attraction activities within the NSW Government, which will maximise economic benefits and jobs growth.

Investment NSW will:

* target local and global businesses to drive investment
* provide rapid responses to business needs
* be a single point of accountability and one-stop-shop for the private sector
* help Australian businesses to scale up and ‘go global’ for maximum jobs growth
* market Sydney and NSW on the world stage as a destination for tourism, major events, business investment, international study and global talent.

Investment NSW takes advantage of NSW’s successful handling of the COVID-19 pandemic and further reinforces NSW’s global position as a safe and attractive place to do business. By attracting investment capital from overseas we continue to build on the strong foundations of the NSW Economic Blueprint, Global NSW and COVID-19 Recovery Plan.

The establishment of Investment NSW is a one-stop-shop for business to engage with NSW Government. We do this by bringing together [several groups from across government](https://www.investment.nsw.gov.au/about-investment-nsw/structure/) into the Premier and Cabinet cluster.

Primary purpose of the role

Lead the delivery of assigned projects and staff, applying economic principles, undertaking research and analysis to inform strategy, policy, investment decisions and facilitate delivery of major initiatives. Provide high level economic analytical advice, including through the development of innovative and fit-for-purpose materials that are accessible to decision makers. Lead the research design, development, project management and communication of results on a range of research projects.

Key accountabilities

* Develop and lead economic research and analysis on a wide range of industry, regional and economic issues and provide advice to inform policy and investment decisions ensuring the most appropriate, rigorous and credible data and models are used to produce analysis and evidence.
* Work with other parts of Investment NSW and external agencies, through a proactive and collaborative approach, to ensure economic analysis is coordinated, accessible and timely, as well as provided in the most suitable form for influencing decision makers.
* Scope and coordinate business case development for major Investment NSW initiatives, consistent with project management best practice and NSW Treasury business case guidelines.
* Develop innovative and fit-for-purpose materials to communicate complex economic concepts, results of data analysis and modelling, using a range of materials, prepared for audiences with varying degrees of economic literacy.

* Represent the Branch and the Agency at internal and external policy forums where economic expertise is required to support policy decisions.
* Manage and coordinate project teams, developing research design and scoping project plans, coordinating resources, managing budgets where appropriate, and supporting project-related activities, to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope.

Key challenges

* Effective communication with internal and external stakeholders to identify, influence and achieve policy and program reform through the conduct of applied economics projects and business cases.
* Managing internal and external stakeholders to cooperate on joint projects, particularly where Applied Economics is the project owner but relies on inputs from other teams/agencies.
* Proactively identifying opportunities to undertake impactful applied economics projects.

| Who | Why |
| --- | --- |
| **Internal** |  |
| Director | * To provide regular reports and updates on projects and work programs, to discuss priorities, risks and effectively exchange information * Provide expert advice on economic research, analysis and modelling methodologies and tools, including their strengths and limitations. |
| Work team | * Works in close contact with the other team members, to provide direction and technical advice, and to exchange information and feedback. * Inspire and motivate teams, provide direction and manage performance, guiding and mentoring team members |
| Agency colleagues | * Develop and maintain effective relationships and networks * Work collaboratively with other internal teams, effectively resolving and providing solutions any issues that arise |
| **External** |  |
| NSW Government agencies, Minister’s Offices, public sector agencies, private sector organisations and other external stakeholders | * Develop and maintain effective working relationships to facilitate the engagement and input of external stakeholders to contribute to policy issues or projects * Build relationships with technical economic policy, assessment, research and modelling practitioners. |

# Role dimensions

## Decision making

* The Associate Director is accountable for the timeliness, content, quality, integrity and accuracy of advice and delivery of projects assigned to their unit.
* The role has day to day independence in setting work priorities within agreed parameters and approved work and project plans, organising and managing own workload and allocation of tasks to any team members.
* The role provides advice on planning and resources where directing a team and develops and implements changes to improve efficiency within the unit, in consultation with the Director.
* Decisions which are referred to the Director include issues 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 role reports to the Director.

## Direct reports

This role has up to 3 direct reports.

Key knowledge and experience

* Extensive experience in applying economic principles, undertaking research projects, developing and evaluating policy and strategy options, and clearly communicating complex economic analysis in various forms.
* Demonstrated project management, stakeholder engagement and policy development skills.

Essential requirements

* Tertiary qualifications in a related field such as mathematics, statistics, economics, business, finance, commerce or other field undertaking significant economic analysis, or equivalent experience.

# 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** |
|  | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | | Model the highest standards of ethical and professional behaviour and reinforce their use  Represent the organisation in an honest, ethical and professional way and set an example for others to follow  Promote a culture of integrity and professionalism within the organisation and in dealings external to government  Monitor ethical practices, standards and systems and reinforce their use  Act promptly on reported breaches of legislation, policies and guidelines | Advanced |
|  | **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 | | Present with credibility, engage diverse audiences and test levels of understanding  Translate technical and complex information clearly and concisely for diverse audiences  Create opportunities for others to contribute to discussion and debate  Contribute to and promote information sharing across the organisation  Manage complex communications that involve understanding and responding to multiple and divergent viewpoints  Explore creative ways to engage diverse audiences and communicate information  Adjust style and approach to optimise outcomes  Write fluently and persuasively in plain English and in a range of styles and formats | Advanced |
| **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 | | Seek and apply the expertise of key individuals to achieve organisational outcomes  Drive a culture of achievement and acknowledge input from others  Determine how outcomes will be measured and guide others on evaluation methods  Investigate and create opportunities to enhance the achievement of organisational objectives  Make sure others understand that on-time and on-budget results are required and how overall success is defined  Control business unit output to ensure government outcomes are achieved within budgets  Progress organisational priorities and ensure that resources are acquired and used effectively | Advanced |
| **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 |
| **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 | Adept |
|  | **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 |
|  | **Manage and Develop People**  Engage and motivate staff, and develop capability and potential in others | | Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes  Adjust performance development processes to meet the diverse abilities and needs of individuals and teams  Develop work plans that consider capability, strengths and opportunities for development  Be aware of the influences of bias when managing team members  Seek feedback on own management capabilities and develop strategies to address any gaps  Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way  Monitor and report on team performance in line with established performance development frameworks | Adept |

# 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.

| COMPLEMENTARY CAPABILITIES | | | | | |
| --- | --- | --- | --- | --- | --- |
| **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 | | Adept |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | | Adept |
|  | Work Collaboratively | | Collaborate with others and value their contribution | | Adept |
|  | Commit to Customer Service  Plan and Prioritise | | Provide customer-focused services in line with public sector and organisational objectives  Plan to achieve priority outcomes and respond flexibly to changing circumstances | | Advanced  Adept |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | | Adept |
| 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 | | Adept |
|  |  | | |
| Inspire Direction and Purpose  Optimise Business Outcomes | | Communicate goals, priorities and vision, and recognise achievements  Manage people and resources effectively to achieve public value | | Intermediate  Adept |
| Manage Reform and Change | | Support, promote and champion change, and assist others to engage with change | | Intermediate |