

Role Description

Assistant Project Officer, Aboriginal Outcomes (Identified)



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional New South Wales
Group/Division/Branch	Strategy, Delivery and Performance/Regional Delivery/ Aboriginal Outcomes
Location	Armidale, Coffs Harbour, Dubbo, Queanbeyan
Classification/Grade/Band	Clerk Grade 5 / 6
Role Family	Standard / Project and Programs / Support
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	October 2021
Agency Website	www.nsw.gov.au/regional-nsw

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

Primary purpose of the role

Undertake a range of project support and coordination activities to support the Aboriginal Outcomes team in the development and delivery of key strategic projects.

Key accountabilities

- Provide project support to the Director Aboriginal Outcomes as required
- Support the project team in the development and implementation of the DRNSW Aboriginal Outcomes Plan
- Provide project and administrative support, including monitoring and reporting on project plans, milestones and deliverables, to ensure time, cost and quality indicators are in line with approved project plans
- Assist the project team to complete tasks and implement project plans, including collating documents and records regarding relevant issues to ensure projects comply with agreed project methodologies and that agreed outcomes are achieved
- Undertake basic research and analysis in assigned project areas and contribute to the preparation of project briefs to support informed decision making and planning
- Communicate with relevant stakeholders to provide updates regarding project status and implementation issues

- Participate in a whole-of-government coordination approach, in partnership with key stakeholders including NSW Government agencies, non-government agencies and Aboriginal leaders and communities
- Provide a range of secretariat and administrative services, including coordinating committee meetings and preparing papers, to support project management delivery

Key challenges

- Delivering multiple project and forums/roundtable support activities in line with agreed standards and objectives, given tight deadlines and competing demands and priorities
- Exercising diplomacy and judgement when liaising with representatives of peak government and non-government bodies, and key industry participants
- Working in complex and sensitive environments with a range of stakeholders with differing viewpoints whilst trying to develop meaningful outcomes.

Key relationships

Who	Why
Internal	
Director, Aboriginal Outcomes	<ul style="list-style-type: none"> • Receive and clarify guidance and instructions and report on progress against work plans • Escalate and discuss issues
Team	<ul style="list-style-type: none"> • Participate in meetings, share information and provide input on issues • Support team members and work collaboratively to contribute to achieving team outcomes
Internal stakeholders and clients	<ul style="list-style-type: none"> • Provide updates on project status • Respond to enquiries • Coordinate meetings and activities
External	
Stakeholders within government and industry	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication to facilitate liaison, consultation, engagement and/or participation initiatives • Coordinate events, meetings and activities

Role dimensions

Decision making

- Determines and manages own work load and priorities
- Exercises discretion in the approach and content of information, advice and recommendations provided
- In consultation with the Director, Aboriginal Outcomes and other officers, coordinates meeting and event logistics and details

Reporting line

Director, Aboriginal Outcomes

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Applicants must be of Aboriginal descent through parentage, identification as being Aboriginal and accepted in the community as such. Aboriginality is a genuine occupational qualification and is authorised under Section 14(d) of the Antidiscrimination Act 1997.
- Demonstrated experience working with Aboriginal people, government organisations and communities with the ability to communicate across cultures.
- Knowledge, respect and understanding of Aboriginal cultural issues.

Capabilities for the role

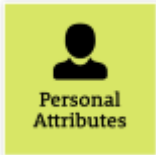
The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for 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	<ul style="list-style-type: none">• Behave in an honest, ethical and professional way• Build understanding of ethical behaviour• Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation• Speak out against misconduct and illegal and inappropriate behaviour• Report apparent conflicts of interest	Foundational
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none">• Focus on key points and speak in plain English• Clearly explain and present ideas and arguments• Listen to others to gain an understanding and ask appropriate, respectful questions	Intermediate



- Promote the use of inclusive language and assist others to adjust where necessary
- Monitor own and others' non-verbal cues and adapt where necessary
- Write and prepare material that is well structured and easy to follow
- Communicate routine technical information clearly

Commit to Customer Service
Provide customer-focused services in line with public sector and organisational objectives

- Recognise the importance of customer service and understanding customer needs
- Help customers understand the services that are available
- Take responsibility for delivering services that meet customer requirements
- Keep customers informed of progress and seek feedback to ensure their needs are met
- Show respect, courtesy and fairness when interacting with customers
- Recognise that customer service involves both external and internal customers

Foundational



Plan and Prioritise
Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Plan and coordinate allocated activities
- Re-prioritise own work activities on a regular basis to achieve set goals
- Contribute to the development of team work plans and goal setting
- Understand team objectives and how own work relates to achieving these

Foundational

Demonstrate Accountability
Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- Be proactive in taking responsibility and being accountable for own actions
- Understand delegations and act within authority levels
- Identify and follow safe work practices, and be vigilant about own and others' application of these practices
- Be aware of risks and act on or escalate risks, as appropriate
- Use financial and other resources responsibly

Intermediate



Technology
Understand and use available technologies to maximise efficiencies and effectiveness

- Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks
- Use available technology to improve individual performance and effectiveness
- Make effective use of records, information and knowledge management functions and systems
- Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies





Intermediate

<p>Project Management</p> <p>Understand and apply effective planning, coordination and control methods</p>	<ul style="list-style-type: none"> • 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 	<p>Intermediate</p>
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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
 <p>Personal Attributes</p>	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Foundational
	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	Foundational
 <p>Relationships</p>	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 <p>Results</p>	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Foundational
 <p>Business Enablers</p>	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational