# Role Description

# Senior Advisor, Cabinet

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| **Role Description Fields** | **Details** |
| **Portfolio** | **Premier and Cabinet** |
| **Department/Agency** | **The Cabinet Office** |
| **Division/Branch/Unit** | **Governance Group / Cabinet Branch** |
| **Role number** | **Various** |
| **Classification/Grade/Band** | **Clerk Grade 9/10** |
| **Senior executive work level standards** | **Not Applicable** |
| **ANZSCO Code** | **224412** |
| **PCAT Code** | **2119192** |
| **Date of Approval** | **October 2022** |
| **Agency Website** | [**https://www.nsw.gov.au/the-cabinet-office**](https://www.nsw.gov.au/the-cabinet-office) |

## Agency overview

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

**Leading policy, strategy and integrity from the heart of government.**

The Cabinet Office:

* leads and coordinates strategy and policy across government, including driving action on the Government’s key priorities
* provides expert independent policy, legal and governance advice to the Premier and Cabinet, including on National Cabinet matters
* upholds Cabinet conventions and provides stewardship of the NSW Cabinet system to support good decision-making.

For more information go to <https://www.nsw.gov.au/the-cabinet-office>

## Primary purpose of the role

The Senior Advisor, Cabinet, leads assigned areas of Cabinet and Committee operations, policy and project work and provides support to the Associate Director, Cabinet, and the broader work team. The Senior Advisor, Cabinet, ensures high-quality support and sound advice is provided to internal and external stakeholders, and effective coordination of consultation and management of stakeholders across the department, portfolio and government sector.

## Key accountabilities

* Lead support arrangements for Cabinet and Committees in accordance with Cabinet practice, including the coordination of proposal and forward agenda processes, preparation of meeting agendas and decisions, scheduling of meetings, and the collation and delivery of Cabinet papers and folders within specified timeframes.
* Critically analyse Cabinet and Committee proposals, review submissions or proposed initiatives and related advice to ensure adherence to guidelines and compliance with required standards, soundness and feasibility and to coordinate and/or provide high quality advice for senior executives, Ministers and the Premier in relation to Cabinet documents, processes and practice within specified timeframes.
* Develop and maintain effective working relationships and communications with internal and external stakeholders, including advising and consulting those participating in Cabinet processes to ensure their contribution to the effective functioning of Cabinet and Committees
* Undertake research and high quality analysis in assigned portfolio areas and prepare briefs and reports to support PD & TCO in meeting its commitments in respect to the NSW Government’s public policy program, delivery on state significant projects or service delivery reform
* Assist with management and use of the eCabinet IT system, including undertaking testing of the system, approving and providing access rights and user set-up, managing records, uploading documents, actioning tasks and generating reports
* Deliver presentations and training in relation to the Cabinet system and practice
* Provide timely, high-level support to peers including representing the branch and undertaking special projects and related assignments where required
* Promote compliance with relevant Cabinet conventions, including confidentiality, oversight and archiving of meeting papers, receiving returns of Cabinet documents, and use of appropriate protocol/s for destruction

## Key challenges

* Ensuring effectiveness of the eCabinet system and that all information and advice concerning the Cabinet process is consistent and accurate and that confidentiality is maintained in respect to Cabinet documents and information
* Ensuring the confidentiality and security of Cabinet documents, and compliance with relevant Cabinet protocols, procedures and required deadlines of Cabinet/Committee documents
* Meeting demands and expectations of the Cabinet process in a high-volume work environment, with competing priorities and deadlines which are often changing and unpredictable
* Providing considered advice for Ministerial, departmental and agency staff on Cabinet information, documents and practice and being accountable for the content, accuracy, timeliness, reliability and quality of advice that supports the Cabinet process.
* Working effectively and flexibly as a member of a team, understanding overall work priorities and appreciating the differing contributions of team members, balancing numerous and often competing demands and negotiating workable timeframes with team members.

## Key relationships

**Internal**

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| Who | Why |
| Director, Cabinet, Associate Directors, Cabinet, and PD & TCO executives | * Provide advice and ongoing Cabinet administrative, operational and project and policy support * Identify emerging issues/risks and their implications, and propose solutions and contribute to decision making * Receive guidance and provide regular updates on key Cabinet issues and priorities * Report and provide updates on policy and project work |
| Work team | * Guide and manage performance and development |
| Stakeholders | * Provide expert advice on Cabinet operational issues * Consult and collaborate on Cabinet practice and operations |

**External**

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| Who | Why |
| Office of the Premier and ministerial Offices and NSW public sector agencies | * Work collaboratively and develop and maintain effective working relationships * Provide expert advice on Cabinet operational issues * Report and provide updates on Cabinet operations |
| Cabinet liaison staff in other agencies | * Provide ongoing policy coordination and support, including advising, educating and training on Cabinet processes and compliance matters |
| Vendors/Service Providers and Consultants | * Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements |

## Role dimensions

### Decision making

Decisions which are made by the role holder include:  
• Operational decisions regarding the planning and organisation of their work and/or the work of the team to achieve business objectives and performance criteria, within approved work and project plans and timeframes.  
• Managing information accurately, meeting milestones and deadlines, reliability and quality of advice and work provided for of the Cabinet process and may also have line management responsibilities requiring the supervision and guidance of staff assigned to assist with Cabinet initiatives and activities.  
Decisions referred to a supervisor include:  
• Any decision that will substantially impact the outcomes or timeframes or conflicts arising in the course of the project and other duties.  
• Any decision 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, Cabinet, reports to the Associate Director, Cabinet.

### Direct reports

Nil

### Budget/Expenditure

Nil

## Essential requirements

* Understanding of the structure of Cabinet processes, government functions and activities and machinery of government.
* Well-developed organising skills and a demonstrated ability to work in a high pressure, high volume environment with tight deadlines.

## 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 |
| relationships | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiences  Clearly explain complex concepts and arguments to individuals and groups  Create opportunities for others to be heard, listen attentively and encourage them to express their views  Share information across teams and units to enable informed decision making  Write fluently in plain English and in a range of styles and formats  Use contemporary communication channels to share information, engage and interact with diverse audiences | 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 |
| relationships | **Influence and Negotiate**  Gain consensus and commitment from others, and resolve issues and conflicts | Influence others with a fair and considered approach and present persuasive counter-arguments  Work towards mutually beneficial ‘win-win’ outcomes  Show sensitivity and understanding in resolving acute and complex conflicts and differences  Identify key stakeholders and gain their support in advance  Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise  Anticipate and minimise conflict within the organisation and with external stakeholders | Advanced |
| results | **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 |
| 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 |

## 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 | Adept |
| personal-attributes | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| relationships | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| results | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Adept |
| 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 | Adept |