Role Description
Senior Portfolio Officer

Agency	Department of Education
Division/Directorate/Unit	SIER / Transformation / Portfolio Governance, Delivery Assurance & Reporting
Role Number	VARIOUS
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	TBC
PCAT Code	TBC
Date of Approval	TBC
Agency Website	education.nsw.gov.au

Agency overview

The NSW Department of Education serves the community by providing world-class education for students of all ages.

We ensure young children get the best start in life by supporting and regulating the early childhood education sector. We are the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population. We are committed to fostering vibrant, sustainable and high-performing vocational and higher education sectors.

We are responsible for enacting NSW Government policy, driving improvement in education, and overseeing policy, funding and compliance issues relating to non-government schools. We respect and value Aboriginal and Torres Strait Islander people as First Peoples of Australia.

The Transformation Directorate drives changes in culture and practices to enable school and system leaders to improve school performance and student learning and wellbeing outcomes.

Primary purpose of the role

This role manages the identification, planning and resourcing of new and in-flight projects within the portfolio, using best practice program and project management methodologies and tools, to ensure effective establishment and management of deliverables, prioritisation of resources, and to support the achievement of Directorate objectives and strategies

Key accountabilities

- Provide secretariat functions and support to the executive sub committees or committee to ensure senior executive oversight of the portfolio.

- Provide advice, guidance and support to divisional stakeholders in identifying, initiating and planning project work to ensure consistency and alignment with best practice program and project management practices as well as strategic portfolio objectives.

- Undertake analysis of proposed projects and programs, assessing proposals against portfolio prioritisation, resource availability and potential risk, to provide recommendations to inform and increase the acceptance of new projects and programs including the management, identification and

reporting of risks and to they are optimally mitigated and documented in the appropriate register as required

- Coordinate with other Transformation teams to manage and plan capacity of specialist project, program, change and evaluation resources.
- Contribute to the preparation of project documentation and reporting at the key gateway points, including project initiation and business case development, to ensure compliance with departmental policies and procedures and to support decision-making.
- Establish and maintain effective working relationships with other Transformation teams and across the Department to ensure projects fit within the wider strategy of the team and the Department and to ensure stakeholders are updated on project progress and outcomes.
- Manage compliance with project administration protocols, including implementing agreed monitoring and reporting processes across the portfolio, to ensure optimal governance and the timely resolution of issues and mitigation of risks.
- Coordinate project retrospectives at relevant stages of the project lifecycle to ensure insights are captured and disseminated and to enable continuous improvement and learning across the portfolio.

Key challenges

- Communicating complex portfolio management requirements as well as program and project management concepts to Departmental staff.
- Maintaining a roadmap of current and proposed projects and enabling the Transformation Directorate to manage the pipeline of requests for support across the lifecycle of projects and programs.
- Working within Transformation and across the division to drive adoption of best practice program and project management, including consistent use of standards, tools and methods, given the diversity of stakeholder priorities.

Key relationships

Who	Why
Internal	
Manager	- Receive advice and report on progress towards business objectives and discuss future directions - Provide expert advice and contribute to decision making - Identify emerging issues/risks and their implications and propose solutions
Project Team	- Guide, support, coach and mentor team members - Lead discussions and decisions regarding key projects and deliverables
Stakeholders	- Provide expert advice on a range of project related issues and strategies - Optimise engagement to achieve defined outcomes - Manage expectations and resolve issues
External	
Stakeholders	- Engage in, consult and negotiate the development, delivery and evaluation of projects - Manage expectations and resolve issues

Role dimensions

Decision making

This role acts independently in performing its core work functions in accordance with relevant policies, procedures and guidelines. In matters which are sensitive or complex, the role consults with the manager.

Reporting line

This role reports to the Portfolio and Resources Manager.

Direct reports

Nil

Budget/Expenditure

This role has financial delegation in line with Department policy

Key knowledge and experience

- Experience in a similar role with a strong background in portfolio and project management methodology.
- Tertiary qualifications in project management or equivalent experience.
- Knowledge of and commitment to implementing the Department's Aboriginal Education Policy and upholding the Department's Partnership Agreement with the NSW AECG and to ensure quality outcomes for Aboriginal people.

Essential Requirements

- A valid Working with Children Check

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
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
	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
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
	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	Adept

		• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services	
Results	**Plan and Prioritise** Plan to achieve priority outcomes and respond flexibly to changing circumstances	• Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team and unit goals, strategies and plans • Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate outcomes and adjust future plans accordingly	Adept
Business Enablers	**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
	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

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**
Personal Attributes	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	Intermediate
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
	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
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate