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| **Cluster** | Regional NSW |
| **Agency** | Department of Regional NSW |
| **Division/Branch/Unit** | Regional Growth NSW Development Corporation (the Corporation) |
| **Location** | Regional NSW (location negotiable) |
| **Classification/Grade/Band** | Clerk Grade 7/8 |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | July 2022 |
| **Agency Website** | https://www.rgdc.nsw.gov.au |

**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.

The Regional Growth NSW Development Corporation (the Corporation) is established under the *Growth Centres (Development Corporations) Act 1974* to lead the delivery and implementation of the Government’s Special Activation Precincts program. These world class precincts will support existing and emerging ‘engine industries. This includes but is not limited to advanced manufacturing, renewable energy, agribusiness and freight and logistics which will drive regional NSW economies over the next 20 years.

Primary purpose of the role

The Assistant Program Manager (Construction) – Special Activation Precincts assists the Program Manager in the management and controls of infrastructure across the Special Activation Precincts portfolio. The Assistant Program Manager is required to develop partnerships with a range of internal and external stakeholders, including other Governmental Departments, local Councils, utilities owners, delivery partners and contractors, to ensure the successful delivery of the Precincts. The role requires the use of project management frameworks, tools and protocols to ensure consistency and effectiveness of the Corporation’s project delivery capability and project outcomes.

# Key accountabilities

* Ensure risk and cost management procedures are being implemented across the infrastructure projects
* Deliver project reporting and accountability within the RGDC Infrastructure Team
* Provide input to project scheduling, contributing to planning and risk workshop sessions.
* Contribute to project development including market sounding, contract documentation development and tender reviews.

Key challenges

* Managing complex and sensitive consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests.
* Managing delivery and risks for multiple civil works projects, including but not limited to safety, environment, technical, community and commercial.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Infrastructure Program Manager | * Provide advice and contribute to decision making * Report on progress toward program objectives and plan future direction to Project Managers |
| Project Manager | * Provide project management advice to impact decisions, support initiatives, clarify accountability * Ensure reporting and forecasting responsibilities are being met |
| Project Team / Direct Reports | * Work collaboratively as part of team to contribute to achieving the team’s business outcomes * Participate in discussions regarding implementation of innovation and best practice |
| **External** |  |
| Clients/  Stakeholders | * Develop and maintain effective working relationships and open channels of communication to improve the profile of the Corporation * Contribute to a client focused approach to service delivery * Engage with partners to identify and develop business opportunities and innovative solution concepts across domains |
| Vendors/Service Providers and Consultants | * Manage contracts and monitor provision of service to ensure compliance with contracts and service arrangements |

**Role dimensions**

**Decision making**

The role has limited autonomy and authority and works under general direction of the Infrastructure Program Manager to make decisions, set priorities and direction specific to the delivery of infrastructure for the Special Activation Precincts. Formal delegations are in line with the Government and Departmental delegations.

**Reporting Line**

The role reports to the Infrastructure Program Manager

**Direct reports**

Nil

**Budget/Expenditure**

TBA

**Key knowledge and experience**

* Experience in project and contract management on infrastructure projects.
* Demonstrated experience in the use and administration of construction contracts.

**Essential requirements**

* Qualifications and / or demonstrable experience in project management delivering civil infrastructure.

# 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  Support a culture of integrity and professionalism  Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct  Recognise and report misconduct and illegal and inappropriate behaviour  Report and manage apparent conflicts of interest and encourage others to do so | Intermediate |
| relationships | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | 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  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 | Intermediate |
| relationships | **Work Collaboratively**  Collaborate with others and value their contribution | Build a supportive and cooperative team environment  Share information and learning across teams  Acknowledge outcomes that were achieved by effective collaboration  Engage other teams and units to share information and jointly solve issues and problems  Support others in challenging situations  Use collaboration tools, including digital technologies, to work with others | Intermediate |
| results | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | Identify the facts and type of data needed to understand a problem or explore an opportunity  Research and analyse information to make recommendations based on relevant evidence  Identify issues that may hinder the completion of tasks and find appropriate solutions  Be willing to seek input from others and share own ideas to achieve best outcomes  Generate ideas and identify ways to improve systems and processes to meet user needs | Intermediate |
| business-enablers | **Project Management**  Understand and apply effective planning, coordination and control methods | Understand project goals, steps to be undertaken and expected outcomes  Plan and deliver tasks in line with agreed project milestones and timeframes  Check progress against agreed milestones and timeframes, and seek help to overcome barriers  Participate in planning and provide feedback on progress and potential improvements to project processes | Foundational |

## 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 |
| personal-attributes | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
| 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 | Intermediate |
| results | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| 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 | Adept |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Foundational |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |