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| **Cluster** | Planning, Industry & Environment |
| **Agency** | Environment, Energy and Science |
| **Division/Branch/Unit** | National Parks and Wildlife Services |
| **Location** | Various |
| **Classification/Grade/Band** | Clerk 11/12 |
| **Role Number** | Generic |
| **ANZSCO Code** | 132411 |
| **PCAT Code** | 2221192 |
| **Date of Approval** | July 2017 |
| **Agency Website** | https://www.dpie.nsw.gov.au/ |

Agency overview

The Planning, Industry and Environment Cluster brings together the functions from the former Planning & Environment and Industry Clusters.

The new Cluster will drive for greater levels of integration and efficiency across key areas such as long term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. In particular, there will be a redoubling of emphasis on regional NSW.

Primary purpose of the role

Manages the development and delivery of large scale complex multiple projects including planning, scoping, resourcing, stakeholder consultation and key milestone reporting within a defined program of work ensuring completion within agreed timeframes, quality standards and at or below budget, and compliance with project management best practice standards, to support the achievement of NSW Government and corporate outcomes.

# Key accountabilities

* Develop and manage a range of projects through the project lifecycle, ensuring effective planning, stakeholder management and financial and risk management processes, to guide project delivery in meeting business objectives
* Determine, establish and maintain governance arrangements to ensure cost, time and quality of planning, approvals and implementation occur; identify risks to effect delivery of projects and initiatives and develop, communicate and implement project risk management plans and strategies to mitigate risk
* Develop and implement strategies and tools for the continuous monitoring and evaluation of projects, including risk and contingency management, benefits realisation, and project impact and quality measures, to identify and address issues and assess project progress and overall effectiveness
* Provide expert and strategic advice and support with the development, implementation, management and reporting of projects, and ensure senior management and key stakeholders are fully briefed on the status of projects
* Develop and report on project plans, budgets, and timelines for overall project delivery to ensure the achievement of results including effective financial management and delivery of projects
* Lead and motivate multidisciplinary project teams to establish and maintain a culture of teamwork, achievement, accountability and outcomes focus to support the achievement of project objectives
* Manage stakeholder relationships through effective communication, negotiation and issues management to ensure stakeholders are optimally engaged throughout the project and project deliverables are achieved
* Lead and where appropriate, participate in cross branch, divisional, and external agency project teams, working parties and similar forums established to develop and deliver diverse projects and programs that support the implementation of Government policy initiatives

Key challenges

* Managing complex and sensitive consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests
* Achieving multiple project objectives, given limited resources and tight deadlines, and the need to identify project interdependencies and balance competing demands and priorities
* Establishing and maintaining an effective governance framework, managing risk, issues, benefits and priorities to deliver results in relation to agreed project outcomes

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Director | * Receive broad guidance and professional support, provide expert advice and exchange information |
| Direct Reports/Project Teams | * Provide guidance and support, exchange information and facilitate their ongoing professional development |
| Branch/Division/Park Programs | * Foster effective working relationships to facilitate opportunities for engagement, consultation, issue resolution and information * Collaborate, consult, contribute to cross agency projects and programs and exchange information |
| **External** |  |
| Stakeholders | * Develop and maintain effective partnerships and relationships to facilitate consultation and the exchange of information |

# Role dimensions

## Decision making

This position operates with a high level of autonomy and is expected to determine work priorities within agreed work plan, make day to day operational decisions and exercise delegated authority. The position is fully accountable for the delivery of assigned projects on time and at, of below budget and for the quality, accuracy and integrity of the content of expert advice provided

## Reporting line

TBA

## Direct reports

Project Teams

## Budget/Expenditure

TBA

Essential requirements

* Appropriate tertiary qualifications or demonstrated equivalent, relevant professional experience.
* Demonstrated project management skills and experience along with strong organisational skills to plan, manage and deliver multiple projects on time and within resources
* Thorough understanding and knowledge of financial, governance and risk management standards and practices associated with project management

# Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Adept |
| Act with Integrity | Adept |
| **Manage Self** | **Advanced** |
| Value Diversity | Adept |
|  | **Communicate Effectively** | **Advanced** |
| Commit to Customer Service | Adept |
| **Work Collaboratively** | **Advanced** |
| Influence and Negotiate | Adept |
|  | **Deliver Results** | **Advanced** |
| Plan and Prioritise | Adept |
| **Think and Solve Problems** | **Advanced** |
| Demonstrate Accountability | Adept |
|  | Finance | Intermediate |
| **Technology** | **Adept** |
| Procurement and Contract Management | Adept |
| **Project Management** | **Advanced** |
|  | **Manage and Develop People** | **Adept** |
| Inspire Direction and Purpose | Intermediate |
| **Optimise Business Outcomes** | **Adept** |
| Manage Reform and Change | Intermediate |

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role’s key accountabilities.

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Group and Capability** | **Level** | **Behavioural Indicators** |
| **Personal Attributes**  Manage Self | Advanced | Act as a professional role model for colleagues, set high personal goals and take pride in their achievement  Actively seek, reflect and act on feedback on own performance  Translate negative feedback into an opportunity to improve  Maintain a high level of personal motivation  Take the initiative and act in a decisive way |
| **Relationships**  Communicate Effectively | Advanced | Present with credibility, engage varied audiences and test levels of understanding  Translate technical and complex information concisely for diverse audiences  Create opportunities for others to contribute to discussion and debate  Actively listen and encourage others to contribute inputs  Adjust style and approach to optimise outcomes  Write fluently and persuasively in a range of styles and formats |
| **Relationships**  Work Collaboratively | Advanced | Build a culture of respect and understanding across the organisation  Recognise outcomes which resulted from effective collaboration between teams  Build co-operation and overcome barriers to information sharing, communication and collaboration across the organisation and cross-government  Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions |
| **Results**  Deliver Results | Advanced | Drive a culture of achievement and acknowledge input of others  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 output of business unit to ensure government outcomes are achieved within budget  Progress organisational priorities and ensure effective acquisition and use of resources  Seek and apply the expertise of key individuals to achieve organisational outcomes |
| **Results**  Think and Solve Problems | Advanced | 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  Take account of the wider business context when considering options to resolve issues  Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements  Implement systems and processes that underpin high quality research and analysis |
| **Business Enablers**  Technology | Adept | Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks  Identify opportunities to use a broad range of communications technologies to deliver effective messages  Understand, act on and monitor compliance with information and communications security and use policies  Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business  Support compliance with the records, information and knowledge management requirements of the organisation |
| **Business Enablers**  Project Management | Advanced | Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts  Access key subject-matter experts’ knowledge to inform project plans and directions  Implement effective stakeholder engagement and communications strategy for all stages of projects  Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning  Develop effective strategies to remedy variances from project plans, and minimise impacts  Manage transitions between project stages and ensure that changes are consistent with organisational goals |
| **People Management**  Manage and Develop People | Adept | Define and clearly communicate roles and responsibilities to achieve team/unit outcomes  Negotiate clear performance standards and monitor progress  Develop team/unit plans that take into account team capability, strengths and opportunities for development  Provide regular constructive feedback to build on strengths and achieve results  Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way  Monitor and report on performance of team in line with established performance development frameworks |
| **People Management**  Optimise Business Outcomes | Adept | Initiate and develop longer-term goals and plans to guide the work of the team in line with organisational objectives  Allocate resources to ensure achievement of business outcomes and contribute to wider workforce planning  Ensure that team members base their decisions on a sound understanding of business principles applied in a public sector context  Monitor performance against standards and take timely corrective actions  Keep others informed about progress and performance outcomes |