|  |  |
| --- | --- |
| **Cluster** | Regional NSW |
| **Agency** | Department of Regional New South Wales |
| **Group/Division/Branch** | Mining Exploration & Geoscience |
| **Location** | Various - Regional |
| **Classification/Grade/Band** | Clerk Grade 5 / 6 |
| **Role Family** | Standard / Project and Programs / Support |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | February 2022 |
| **Agency Website** | [www.regional.nsw.gov.au](http://www.regional.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.

Mining, Exploration and Geoscience (MEG) sets strategic policy for the state’s mineral and energy resources, gathers, analyses and disseminates geoscientific information, and assesses and determines applications for mineral and petroleum titles for exploration activities and extractive uses.

Mining, Exploration and Geoscience is committed to delivering strong and quality outcomes, with the vision of our minerals and petroleum resources generating prosperity for the people of NSW.  
  
Primary purpose of the role

The Assistant Project Officer – Mining Titles interprets and applies legislation including the *Mining Act* (1992) NSW, to undertake assessment of mining titles applications, ensuring the delivery of high standards of customer service and achievement of organisational outcomes.

Key Accountabilities

* Follow departmental templates and policies to ensure appropriate assessment of mining titles applications in NSW, ensuring compliance with required timeframes and KPIs.
* Deliver high levels of customer service to a range of clients ensuring an outcome delivery focus.
* Manage workload requirements and be flexible in their delivery, managing multiple titles applications at the same time, seeking advice and escalating when required.
* Establish and maintain stakeholder relationships (internal and external) as it relates to titles applications
* Deliver accurate written documents including briefings to the standards required of government decision making.
* Deliver a high level of administration skills including use and maintenance of departmental systems and databases.

Key challenges

* Delivering a range of titles assessment functions given tight deadlines and the need to manage competing priorities
* Contribute to ongoing development and maintenance of various systems and databases to meet best practice record keeping requirements.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Receive and clarify guidance and instructions and report on progress against work priorities * Escalate and discuss issues |
| Team | * 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 | * Provide updates on application status * Respond to enquiries * Coordinate meetings and activities |
| **External** |  |
| Stakeholders within government and industry | * 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 assesses their progression of cases, their work load and priorities with manager assistance
* Exercises discretion in the approach and content of information, advice and recommendations provided
* In consultation with the Manager and other officers, coordinates meeting and event logistics and details

## Reporting line

Manager

## Direct reports

Nil

## Budget/Expenditure

Nil

**Essential Requirements**

* Compliance with pre-employment probity screening is mandatory and a condition of engagement.
* Evidence of the COVID-19 vaccination must be provided upon commencement of employment. This is a condition of engagement should you be successfully appointed to a position within the Department of Regional NSW (which includes Local Land Services and the Soil Conservation Service).

# 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 | | | | |
| --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level** |
|  | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | | 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 | | 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 |
| **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 |
| **Project Management**  Understand and apply effective planning, coordination and control methods | | 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 | Intermediate |

# 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** |
|  | 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 |
|  | 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 |
|  | 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 |
|  | 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 |