

# Role Description

## Senior Associate



Treasury

Cluster	Treasury
Agency	NSW Treasury
Division/Branch/Unit	Jobs, Investment, and Tourism / Investment Attraction
Location	Sydney
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	511112
PCAT	1229192
Date of Approval	August 2020
Agency Website	<a href="http://www.treasury.nsw.gov.au">http://www.treasury.nsw.gov.au</a>

### The Organisation

NSW Treasury helps guide the State's growth for the benefit of the people who live, work and study in NSW. We do this by managing the State's finances and assets to make sure the community is gaining the most value from them and supporting reforms to maintain a strong and competitive economy. Our work includes boosting trade, investment and tourism, developing industry, supporting jobs growth, improving service delivery to the community and increasing living standards. We are purposeful and outcomes focused.

NSW is made up of a diverse community with different needs. It is crucial for us to understand and involve the voices of these communities that we serve, design and create policies for. We believe a diverse workplace, where the best people for the job collaborate towards great outcomes, is a world-class workplace. Therefore, we are always on the lookout for people who can bring diverse perspectives that reflect NSW communities to ensure we are effective in the work we do.

Information about the structure and functions of the NSW Treasury can be sourced on our website: <https://www.treasury.nsw.gov.au> (Refer to "About Treasury" and "Our Treasury Team").

### Primary purpose of the role

This role is responsible for developing and managing multiple projects and initiatives to attract and support Health Sector investment into NSW.

### Key accountabilities

- Manage and oversee aspects of the development and implementation of strategies, plans and initiatives supporting Health investment into NSW.
- Lead and participate in project teams to maximise investment opportunities, identifying and qualifying company viability to deliver jobs outcomes and contribute to economic growth of the State.



- Investment lead generation and research to build a pipeline of potential investment, including develop and advice on Health investment attraction Initiatives and planned activities.
- Establish and maintain investor and inter agency networks and relationships with private sector businesses, stakeholders and Government agencies to identify investment opportunities and facilitate industry growth and development.
- Liaise and work closely with other Divisions/Branches to leverage knowledge across the government departments meeting business and Government requirements.
- Develop and assess investor business cases, Ministerial briefings and correspondence, action plans and proposals, including investment project strategy and scoping.
- Represent the Department at meetings, forums and industry conferences to give and receive feedback on investment opportunities in NSW and highlight key market insights in the Health sector.

## Key challenges

- Capitalising on the market intelligence gathered from industry stakeholders and adding valued advice to business and Government without compromising confidentiality
- Working in an environment of very tight timelines for decision-making and responding to demanding and competing requirements imposed by clients and stakeholders, where the tasks may involve politically, commercially and culturally sensitive issues.
- Being able to quickly interpret and source credible market and industry information and being able to present that information in a clear, succinct and accurate format in a timely manner for briefs and presentations.

## Key relationships

Who	Why
<b>Internal</b>	
Senior management team	<ul style="list-style-type: none"> <li>• Consult to ensure the quality of proposals and to ensure the efficient management of complex investment and industry development proposals</li> </ul>
Team members	<ul style="list-style-type: none"> <li>• Coordinate project activities and initiatives to facilitate successful completion</li> </ul>
<b>External</b>	
Industry & Stakeholders	<ul style="list-style-type: none"> <li>• Identify opportunities, to gather information to facilitate economic and industry development and attract investment and development</li> </ul>
Government agencies	<ul style="list-style-type: none"> <li>• Develop and facilitate projects and proposals within the resources and energy sector</li> </ul>

## Role dimensions

### Decision making

Independently sets priorities and makes decisions on all matters in relation to the projects and targets for which they are responsible, following up on actions to deliver within identified deadlines

- Make decisions on the allocation of requests, integration and preparation of responses, quality of responses prepared by others and determination of appropriate timeframes and priority of responses
- Provides advice with authoritative recommendations on a range of issues including system and process improvement, standards and policies for the Branch.

- Refer to the Director any issues which may have political implications across the Division or Department and any issues or political sensitivities that may need to be brought to the attention of the Divisional Management Team or to the Minister.

**Reporting line**

Key Account Manager

**Direct reports**

Nil

**Budget/Expenditure**

Nil

**Essential requirements**





- Tertiary qualifications in international business, economics, marketing, or other relevant disciplines.
- Proven project delivery experience in the health or technology space with an ability to identify and understand industry issues and economic environments both domestically and internationally.
- Experience and understanding with investment related business cases, drivers to business investment, and key NSW health and technology sector competitive advantages.

## 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
 Personal Attributes	<b>Display Resilience and Courage</b>	<b>Adept</b>
	<b>Act with Integrity</b>	<b>Intermediate</b>
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	<b>Commit to Customer Service</b>	<b>Adept</b>
	Work Collaboratively	Adept
	<b>Influence and Negotiate</b>	<b>Adept</b>
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Advanced
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Intermediate</b>

## 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
<b>Personal Attributes</b> Display Resilience and Courage	Adept	<ul style="list-style-type: none"> <li>• Be flexible, show initiative and respond quickly when situations change</li> <li>• Give frank and honest feedback/advice</li> <li>• Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively</li> <li>• Raise and work through challenging issues and seek alternatives</li> <li>• Keep control of own emotions and stay calm under pressure and in challenging situations</li> </ul>
<b>Personal Attributes</b> Act with Integrity	Intermediate	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and follow legislation, rules, policies, guidelines and codes of conduct</li> <li>• Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct, illegal or inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest</li> </ul>
<b>Relationships</b> Commit to Customer Service	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering high quality customer-focused services</li> <li>• Understand customer perspectives and ensure responsiveness to their needs</li> <li>• Identify customer service needs and implement solutions</li> <li>• Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>• Maintain relationships with key customers in area of expertise</li> <li>• Connect and collaborate with relevant stakeholders within the community</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>• Negotiate from an informed and credible position</li> <li>• Lead and facilitate productive discussions with staff and stakeholders</li> <li>• Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>• Recognise and explain the need for compromise</li> <li>• Influence others with a fair and considered approach and sound arguments</li> <li>• Show sensitivity and understanding in resolving conflicts and differences</li> <li>• Manage challenging relations with internal and external stakeholders</li> <li>• Pre-empt and minimise conflict</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering on intended outcomes</li> <li>• Make sure team/unit staff understand expected goals and acknowledge success</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Results</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>Take responsibility and be accountable for own actions</li> <li>Understand delegations and act within authority levels</li> <li>Identify and follow safe work practices, and be vigilant about their application by self and others</li> <li>Be alert to risks that might impact the completion of an activity and escalate these when identified</li> <li>Use financial and other resources responsibly</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>Perform basic research and analysis which others will use to inform project directions</li> <li>Understand project goals, steps to be undertaken and expected outcomes</li> <li>Prepare accurate documentation to support cost or resource estimates</li> <li>Participate and contribute to reviews of progress, outcomes and future improvements</li> <li>Identify and escalate any possible variance from project plans</li> </ul>