

Role Description

Project Officer – Business Development



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional New South Wales
Group/Division/Branch	Department of Primary Industries / Infrastructure, Investment & Business Development / Business Development
Location	Orange
Classification/Grade/Band	Clerk Grade 7 / 8
Role Family	Standard / Project and Programs / Delivery
ANZSCO Code	599599
PCAT Code	1119192
Date of Approval	October 2021
Agency Website	http://www.dpi.nsw.gov.au

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has 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.

NSW Primary Industries, as Department of Primary Industries (DPI), supports the development of profitable primary industries that create a more prosperous NSW and contribute to a better environment through sustainable use of natural resources.

DPI Infrastructure, Investment & Business Development Branch works across the breadth of DPI and is focused on maximising the utilisation and productivity of the Department's infrastructure portfolio. Through strong partnerships (internal and external) we also identify commercialisation pathways and help shape DPI's future investments. Our programs focus transforming our connections with customers through data and excellence in customer service and delivery of assistance programs.

Primary purpose of the role

The Project Officer Business Development role is important to DPI's business development function of collaboratively identifying and unlocking strategic commercial opportunities that grow DPI's impact. The role extends to connecting businesses, industry and research teams in the development and delivery of business development opportunities aligned with DPI's strategic priorities.

Key accountabilities

- Assist in the delivery of GATE programs for accelerating the availability and adoption of AgTech and other commercial solutions for primary industries.
- Support commercialisation of DPI's research and intellectual property, services and activation of research stations.
- Foster relationships with GATE joint venture partners, key internal and industry stakeholders to capitalise on business development opportunities.
- Maintain knowledge and awareness of relevant business development practices, challenges, trends and opportunities to identify, recommend and deliver innovative solutions to optimise outcomes.
- Assist with expression of interest processes, ensuring compliance with policies and procedures, undertaking records management and providing advice and assurance to the Director on submissions
- Contribute to communication, engagement and advice that is timely, accurate, well researched and relevant to the DPI executive, key industry stakeholders and other clients.
- Contribute to briefing papers, reports, submissions, speeches and presentations to promote business development and DPI's strategic priorities.

Key challenges

- Working with units across DPI, Regional NSW and Investment NSW to identify and action opportunities to leverage strategic outcomes for DPI, primary industries and commercial businesses.
- Delivering a range of project management and support services, given tight deadlines, limited resources and the need to manage competing priorities and expectations.

Key relationships

Who	Why
Internal	
Director Business Development	<ul style="list-style-type: none">• Receives guidance from, discusses priorities and provides regular updates on key issues and progress.
Business Development Unit Colleagues	<ul style="list-style-type: none">• Support team members and work collaboratively to contribute to achieving outcomes
NSW DPI Units	<ul style="list-style-type: none">• Collaborate to identify and action business development opportunities.• Develop and maintain effective relationships and open channels of communication• Exchange information and respond to enquiries
External	
Industry associations, businesses and service providers	<ul style="list-style-type: none">• Develop and maintain effective working relationships and open channels of communication• Deliver presentations and participate in meetings• Exchange information and respond to enquiries

Role dimensions

Decision making

This role:

- Has autonomy to manage tasks and projects and co-ordinates the program/project either individually or participates within teams and manages individual priorities and performance
- Exercises discretion in the approach and content of information, advice and recommendations provided and consults with the Director regarding issues or sensitivities

Reporting line

Director

Direct reports

Nil

Budget/Expenditure

Nil

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	<ul style="list-style-type: none"> • 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
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • 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	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers 	Intermediate
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> • 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





FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Seek and apply specialist advice when required • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed 	Intermediate
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> • 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
 Business Enablers	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> • Understand all components of the project management process, including the need to consider change management to realise business benefits • Prepare clear project proposals and accurate estimates of required costs and resources • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Identify and evaluate risks associated with the project and develop mitigation strategies • Identify and consult stakeholders to inform the project strategy • Communicate the project's objectives and its expected benefits • Monitor the completion of project milestones against goals and take necessary action • Evaluate progress and identify improvements to inform future projects 	Adept

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	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational