Role Description
Senior Project Officer

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Regional Development and Programs/Regional Programs
Location	Various
Classification/Grade/Band	Clerk Grade 9/10
Role Family	Bespoke/ Project & Programs / Delivery
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	May 2020 (updated January 2023)
Agency Website	www.drnsw.nsw.gov.au

Agency overview

The Department of Regional NSW (DRNSW) 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 NSW Government's eyes and ears on the ground for regional development and infrastructure delivery, providing multi-agency coordination, program and grant funding, community planning and coordination, and emergency response delivery.

Regional Development and Programs plays a crucial leadership and community-facing role to support improved outcomes in economic development and community wellbeing for regional NSW.

Our Regional Programs branches coordinate and deliver sector excellence and leadership in grants design, administration, evaluation and program assurance to support social and economic outcomes for regional NSW. Regional Programs delivers a range of initiatives to promote economic growth and enhance community wellbeing across regional NSW by helping drive employment, improve local amenity, deliver positive outcomes for young people and respond to the emerging needs of regional communities through planning, management and delivery of the $3b Regional Growth Fund.

Primary purpose of the role

Manage specialist project, event and/or program activities as required to provide a high level of strategic advice to support the successful delivery of Branch initiatives to achieve the outcomes expected of the project, program and or event.

Key accountabilities

- Provide high quality and timely advice to the Manager / Director regarding projects, programs, events, strategies, risks and issues to keep relevant groups informed and facilitate informed decisions.
- Implement and monitor a project's operational plan and phases, including the coordination of activities of a variety of clients and/or team members associated with achieving the project/event objectives.
- Monitor the budgets and targets of projects, programs and events to ensure effective and appropriate use of funds.
- Develop and maintain effective working relationships and communications across the public sector, with private sector organisations and key internal and external stakeholders to progress, monitor and support the implementation of priority projects, programs and events.
- Review project, program or event implementation, to ensure consistency with Government objectives by scoping and preparing project plans, development of briefs, identification of stakeholder and interest groups, physical resources, and key milestones, reporting on outcomes and evaluation methodology.
- Research and prepare advice in the form of correspondence or briefs to respond to Ministerial, Cabinet, Departmental or community requests.
- Ensure grant program administration is in adherence to DRNSW process and the Grants Administration Guide and manage grant and other data as required using appropriate systems (including SmartyGrants) and processes
- Lead and manage a team providing support and guidance to assist in the development of junior team members.

Key challenges

- Providing considered advice and solutions in a high-volume work environment, with competing priorities and deadlines which are often changing and unpredictable, while delivering high quality and accurate work outputs aligned to governance and reporting frameworks.
- Providing professional and high quality services that are responsive to stakeholder requirements, whilst subject to public and media scrutiny.
- Communicating and consulting effectively with a broad range of internal and external stakeholders with diverse needs and viewpoints.

Key relationships

Who	Why
Internal	
Director/Manager	- Report on and provide advice on projects, events, programs, strategies, risks and issues to facilitate informed decisions. - Escalate issues, keep informed, advise and receive instructions.
Work team	- Maintain effective working relationships to ensure collaboration and communication to facilitate a consolidated approach. - Manage and develop, providing guidance and advice on day to day work activities
External	
Stakeholders	- Develop and maintain effective working relationships to deliver key initiatives and projects.

Role dimensions

Decision making

Decisions which are made by the role holder include:

- Setting work priorities within agreed parameters and approved work and project plans, organising and managing own workload and allocation of tasks to any staff assisting with projects.
- Decides the format, content and tone of reports, briefs and other work in conjunction with a manager / director and decides the scope, content and format of information provided key stakeholders, liaising with the manager when necessary.

Decisions referred to a supervisor include:

- Any requiring or resulting in significant changes to project outcomes or timeframes; those with the potential to escalate or create precedent; matters requiring a higher administrative or financial delegation or submission to a higher level of management.

Reporting line

Manager

Direct reports

TBC

Budget/Expenditure

Nil

Key knowledge and experience

- Sound experience in undertaking all aspects of project work – research, development, implementation, review and evaluation.
- Experience in managing and/or coordinating a small team and willingness to guide and develop a team of junior staff members.

Essential requirements

- Appropriate tertiary qualifications or equivalent, relevant professional experience and training.

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.
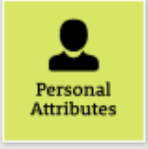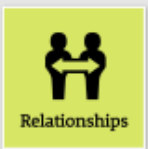
The capabilities are separated into focus capabilities and complementary capabilities
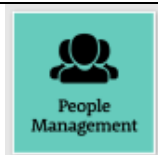
Focus capabilities

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	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	• Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
Relationships	**Work Collaboratively** Collaborate with others and value their contribution	• Encourage a culture that recognises the value of collaboration • Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services	Adept

Results	**Plan and Prioritise** Plan to achieve priority outcomes and respond flexibly to changing circumstances	• Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team and unit goals, strategies and plans • Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate outcomes and adjust future plans accordingly	Adept
Business Enablers	**Project Management** Understand and apply effective planning, coordination and control methods	• Prepare and review project scope and business cases for projects with multiple interdependencies • Access key subject-matter experts' knowledge to inform project plans and directions • Design and implement effective stakeholder engagement and communications strategies for all project stages • Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans and minimise impact • Manage transitions between project stages and ensure that changes are consistent with organisational goals • Participate in governance processes such as project steering groups	Advanced

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|	**Manage & Develop People** Engage and motivate staff, and develop capability and potential in others	• Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes • Adjust performance development processes to meet the diverse abilities and needs of individuals and teams • Develop work plans that consider capability, strengths and opportunities for development • Be aware of the influences of bias when managing team members • Seek feedback on own management capabilities and develop strategies to address any gaps • Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way • Monitor and report on team performance in line with established performance development frameworks	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.

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	Advanced
Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept

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Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
Business Enablers	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
People Management	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
People Management	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate