Role Description

**Senior Policy Officer, Strategy**

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| **Cluster** | Regional NSW |
| **Agency** | Department of Regional NSW |
| **Division/Branch/Unit** | Strategy, Delivery and Performance |
| **Location** | Regional NSW |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **Role Family** | Standard / Policy / Lead |
| **ANZSCO Code** | 132411 |
| **PCAT Code** | 2119192 |
| **Date of Approval** | March 2021 |
| **Agency Website** | 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

# Primary purpose of the role

The Senior Policy Officer supports the formulation of bold policy proposals and contributes to the development of innovative, evidence-based solutions to complex problems to make regional NSW an even better place to live, work and invest.

The Senior Policy Officer advises on contemporary issues impacting regional industries and communities, supporting the development of new solutions at all stages of the policy cycle from research and analysis through to implementation and evaluation.

# Key accountabilities

* Develop new, innovative policy proposals and ideas including using evidence to justify the problem, options analysis and preparation of cabinet submissions.
* Provide high-level advice related to policy and regulatory reform and the development and delivery of changes to strategic policy, legislative change and operational programs.
* Maintain awareness of emerging regional development policy issues, nationally and internationally, approaches of other jurisdictions, and advances in academic and economic thinking
* Assist the stewarding of policy and related documents through government approval processes, negotiating with government representatives
* Maintain strong links with key central agencies, stakeholders, academic institutions and other jurisdictions to ensure the Division is developing best practice and relevant policy solutions, leveraging a whole of government approach and reducing red tape, costs and other industry impediments

# Key challenges

* Effectively using current knowledge of the extensive range of data, information, legislation and policy settings affecting regional development in NSW and making recommendations on a range of complex and/or politically sensitive alternatives.
* Formulating and completing analysis that adequately informs and drives effective evidence-based policy design.
* Establishing rigorous processes and driving multiple policy issues affecting regional development in NSW.

# Key relationships

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| **Who** | **Why** |
| **Internal** |  |
| Director, Deputy Director | * Provide expert advice and contribute to decision making
* Identify emerging issues/risks and their implications and propose solutions
* Receive advice and report on progress towards business objectives
* and discuss future directions
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| Work team | * Support team, work collaboratively to contribute to achieving organisation’s business goals
* Participate in meetings to obtain the work group perspective and share information
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| **External** |  |
| Other NSW government agencies | * Establish effective networks and foster collaborative relationships and partnerships to negotiate and forward mutual interests.
* Collaborate to develop innovative solutions and lead adoption of new approaches and responses for timely and efficient assessment outcomes.
* Share information about agency and processes.
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**Role dimensions**

## Decision making

* Responsible for the management of own workload and priorities under overall guidance of the Manager. Refers more complex or contentious matters with associated options to the relevant Manager.
* Contributes to key decisions with regard to policy process and the provision of advice.
* Exercises initiative and make sound judgements, as well providing high level advice relating to the implications of alternative resource allocation options.

## Reporting line

Deputy Director, Strategy

# Essential requirements

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

# 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**.

# 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** |
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| **Capability Group** | **Capability Name** | **Level** |
|  | Display Resilience and Courage | Adept |
| Act with Integrity | Intermediate |
| **Manage Self** | **Intermediate** |
| Value Diversity | Intermediate |
|  | **Communicate Effectively** | **Advanced** |
| Commit to Customer Service | Adept |
| Work Collaboratively | Adept |
| **Influence and Negotiate** | **Adept** |
|  | Deliver Results | Adept |
| Plan and Prioritise | Adept |
| **Think and Solve Problems** | **Advanced** |
| **Demonstrate Accountability** | **Adept** |
|  | Finance | Intermediate |
| Technology | Adept |
| Procurement and Contract Management | Intermediate |
| **Project Management** | **Adept** |

# 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.

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| **FOCUS CAPABILITIES** |
| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
|  | **Manage Self**Show drive and motivation, an ability to self-reflect and a commitment to learning | * 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  | Intermediate |
|  | **Communicate Effectively** Communicate clearly, actively listen to others, and respondwith understanding and respect | * Present with credibility, engage diverse audiences and test levels of understanding
* Translate technical and complex information clearly and concisely for diverse audiences
* Create opportunities for others to contribute to discussion and debate
* Contribute to and promote information sharing across the organisation
* Manage complex communications that involve understanding and responding to multiple and divergent viewpoints
* Explore creative ways to engage diverse

audiences and communicate information* Adjust style and approach to optimise outcomes
* Write fluently and persuasively in plain English

 and in a range of styles and formats  | Advanced |
|  | **Influence and Negotiate** Gain consensus and commitment from others, andresolve issues and conflicts |  | Adept |
|  | * Influence others with a fair and considered approach and present persuasive counter- arguments
* Work towards mutually beneficial ‘win-win’

outcomes* Show sensitivity and understanding in resolving acute and complex conflicts and differences
* Identify key stakeholders and gain their support in advance
* Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise
* Anticipate and minimise conflict within the

 organisation and with external stakeholders  |  |
|  | **Think and Solve Problems**Think, analyse and consider the broader context to develop | * Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues
 | Advanced |



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| **FOCUS CAPABILITIES** |
| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
|  | practical solutions | * Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others
* Take account of the wider business context

when considering options to resolve issues* Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
* Implement systems and processes that are

underpinned by high-quality research and analysis* Look for opportunities to design innovative

solutions to meet user needs and service demands* Evaluate the performance and effectiveness of

services, policies and programs against clear criteria  |  |
|  | **Demonstrate Accountability** Be proactive and responsible for own actions, and adhere tolegislation, policy and guidelines |  | Adept |
|  | * Assess work outcomes and identify and share learnings to inform future actions
* Ensure that own actions and those of others are focused on achieving organisational outcomes
* Exercise delegations responsibly
* Understand and apply high standards of financial probity with public monies and other resources
* Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others’ health and safety
* Conduct and report on quality control audits
* Identify risks to successfully achieving goals, and

 take appropriate steps to mitigate those risks  |  |
|  | **Project Management** Understand and apply effective planning, coordination andcontrol methods | * 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  | Adept |



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| **FOCUS CAPABILITIES** |
| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
|  |  | * Monitor the completion of project milestones against goals and take necessary action
* Evaluate progress and identify improvements to

 inform future projects  |

# 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.

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| **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 | Adept |
|  | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Intermediate |
|  | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respectfor diverse backgrounds, experiences and perspectives | Intermediate |
|  | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Adept |
|  | Work Collaboratively | Collaborate with others and value their contribution | Adept |
|  | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
|  | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
|  | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Adept |
|  | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |

