**Role Description**

**First Nations Project Officer**

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| **Cluster** | **Stronger Communities** |
| **Department/Agency** | **Office of Director of Public Prosecutions** |
| **Division/Branch/Unit** | **Corporate Services / Human Resources Branch** |
| **Classification/Grade/Band** | **Prosecution Officer (Administrative) Level 6** |
| **Senior executive work level standards** | **Not Applicable** |
| **ANZSCO Code** | **533111** |
| **PCAT Code** | **1119192** |
| **Date of Approval** | **23 February 2024** |
| **Agency Website** | [**www.odpp.nsw.gov.au**](http://www.odpp.nsw.gov.au) |

**Agency overview**

The Office of the Director of Public Prosecutions (ODPP) provides an independent, efficient, fair and just prosecution service for the people of New South Wales. The vision of the ODPP is to be a dynamic prosecution service recognized for its excellence and leadership. It acts in the public interest for NSW Parliament, the Judiciary, the Courts, Police, victims, witnesses, accused persons and others in the criminal justice system and the wider community.

**Primary purpose of the role**

The First Nations Project Officer provides project management, co- ordination and support for the development and implementation of culturally informed projects, initiatives and strategies relating to First Nations employment with the ODPP.

**Key accountabilities**

* Lead and/or support the implementation of a range of First Nations employment initiatives, projects, and strategies to respond to future challenges and ensure legislative and regulatory compliance and standards.
* Review/develop/enhance ODPP policies, guidelines and procedures in collaboration with other ODPP business areas including Human Resources to ensure best practice recommendations in relation to the employment of First Nations staff and ensure that the ODPP is a culturally safe place to work.
* Provide strategic and specialist advice to the Executive on key issues effecting First Nations people in the workplace, including the development of action plans to address key issues arising from workforce reports.
* Provide a range of project management and support services, including preparation of reports and briefs, coordinating resources, maintaining project documentation and implementing and monitoring project plans to ensure project outcomes are achieved on time, on budget and to quality standards.
* Provide administrative support and secretariat function to the First Nations Advisory Group.
* Promote awareness and education around First Nations issues including arranging and promoting important First Nations events, and assisting with the First Nations Mentoring program.
* Communicate with key internal and external stakeholders and coordinate working groups, committees and consultations to facilitate exchange of information and regularly check in with individual First Nations staff.

**Key challenges**

* Delivering a range of project management and support services, given tight deadlines, limited resources and the need to manage competing priorities.
* Managing competing expectations of a diverse range of key stakeholders to deliver culturally appropriate First Nations initiatives.
* Assisting with the development and implementation of policies, programs and processes that break new ground and which may not have gained universal support.
* Being proactive and responsive in relation to projects and activities, which often involve multiple stakeholders, tight timeframes and limited resources.

**Key relationships**

**Internal**

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| **Who** | **Why** |
| Director, Human Resources | * Provide high level support to deliver First Nations employment projects. * Provide advice and contribute to decision making regarding projects and issues concerning First Nations staff. * Escalate issues and propose solutions for issues concerning First Nations staff. * Assist and support the identification and implementation of measures to ensure the Office provides a culturally safe workplace and employment practices. * Receive guidance and provide regular updates on projects, issues and priorities. |
| Aboriginal and Torres Strait Islander  ODPP staff | * Actively support and promote networking between First Nations staff at the ODPP. * Consult and discuss projects and workplace initiatives relating to First Nations employment. * Assist with First Nations Internship. * Arrange and promote key First Nations events and seek feedback from attendees. * Work collaboratively with First Nations staff to identify and make recommendations regarding making the ODPP a culturally safe workplace. * Participate in meetings and share information and feedback. |
| Deputy Solicitor (Legal Operations) | * Develop and maintain effective relationships and open channels of communication. * Exchange information and respond to enquiries when required. * Report on and guide the implementation of strategies and projects. * Participate in meetings to share information and feedback to the Executive. * Seek guidance in relation to First Nations. |
| ODPP Managers and Staff | * Develop and maintain effective relationships and open channels of communication. * Provide guidance and advice in relation to Aboriginal and Torres Strait Islander employment projects. |

**External**

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| **Who** | **Why** |
| Other Government and Non- government External Service Providers | * Develop and maintain effective relationships and open channels of communication. * Exchange information and respond to enquiries. |

**Role dimensions**

**Decision making**

The role operates with a level of autonomy in respect to their day-to-day work priorities and escalates issues when required. While the Project Officer reports to the Director Human Resources, they will also work closely with the Deputy Solicitor (Legal Operations) in relation to identifying First Nations strategic priorities and projects.

**Reporting line**

Director Human Resources

**Direct reports**

Nil

**Budget/Expenditure**

Nil

**Essential requirements**

* Identify as, and be accepted in your local community as an Aboriginal or Torres Strait Islander person.
* Degree, tertiary education or previous experience in a relevant area (eg. Project management, diversity and inclusion, human resources).
* Have experience working within the Aboriginal and Torres Strait Islander community.
* Have an understanding of diverse cultural needs of the Aboriginal and Torres Strait Islander community and how this may relate to victims in a legal/ criminal justice setting.

**Capabilities for the role**

The [NSW public sector capability framework describes](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) 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.

| NSW Public Sector Capability Framework | | |
| --- | --- | --- |
| **Capability Group** | **Capability Name** | **Level** |
| Personal Attributes | **Display Resilience and Courage** | **Adept** |
| Act with Integrity | Adept |
| Manage Self | Adept |
| **Value Diversity** | **Adept** |
| Relationships | **Communicate Effectively** | **Adept** |
| Commit to Customer Service | Intermediate |
| **Work Collaboratively** | **Adept** |
| **Influence and Negotiate** | **Adept** |
| Results | Deliver Results | Intermediate |
| **Plan and Prioritise** | **Adept** |
| Think and Solve Problems | Intermediate |
| Demonstrate Accountability | Intermediate |
| Business Enablers | Finance | Intermediate |
| Technology | Intermediate |
| 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.

**Focus capabilities**

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| **Capability group/sets** | **Capability Name** | **Behavioural indicators** | **Level** |
| Personal Attributes | **Display Resilience and Courage**  Be open and honest, prepared to express your views, and willing to accept and commit to change | * Be flexible, show initiative and respond quickly when situations change * Give frank and honest feedback and advice * Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately * Raise and work through challenging issues and seek alternatives * Remain composed and calm under pressure and in challenging situations | Adept |
| 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 |
|  | **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 |
|  | **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 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 |