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| **Cluster** | Regional NSW |
| **Agency** | Department of Regional NSW |
| **Division/Branch/Unit** | DPI / Agriculture / Agricultural Resources |
| **Location** | Various |
| **Classification/Grade/Band** | Clerk Grade 7 / 8 |
| **Role Number** | TBA |
| **ANZSCO Code** | 224311 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | May 2021 |
| **Agency Website** | www.dpi.nsw.gov.au |

Agency overview

The Department of Regional NSW is a central agency for regional issues, building resilient regional economies and communities, strengthening primary industries, managing the use of our valuable regional land, overseeing the state’s mineral and mining resources and ensuring that government investment into regional NSW is fair and delivers positive outcomes for local communities and businesses.

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

Within NSW DPI, Agriculture provide world class scientific leadership, drives innovation and partners with other research and government entities to increase productivity and profitability of plant and livestock systems and to enhance the productive and sustainable use of agricultural resources.

Primary purpose of the role

Undertakes economic research and analysis activities and projects, providing reliable and accurate economic advice, to support the evaluation of industry, market and social policy and support the development of primary industry markets across NSW.

Key accountabilities

* Use a wide variety of social and economic benefit valuation and evaluation methodologies to evaluate the economic benefits of DPI and broader government policies and programs
* Use and develop economic analysis methods such as CBA, gross margin and investment budgets, economic models and provide advice and recommendations to the Manager, Agricultural Economics and Biometrics and Executive
* Managing, analysing and interpreting large and complex datasets and provide insight into issues impacting on government strategies and programs
* Build and maintain current knowledge and understanding of a range of primary industry issues
* Provide clear and detailed written economic analysis and contribute to various outputs e.g. writing/drafting reports, briefs, correspondence to inform decision making
* Work collegially with staff to coordinate the implementation of projects that support knowledge management and consistent business analysis systems and evaluation processes across DPI

Key challenges

* Delivering key project elements and working to deadlines
* Delivering insightful and practical economic evaluation and advice for a wide range of DPI issues within tight time frames
* Evaluating and interpreting data from multiple large data sets, ensuring an accurate interpretation

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager, Agricultural Economics and Biometrics & Group Director, Agricultural Resources | * Provide advice and contribute to decision making regarding projects and issues
* Escalate issues, keep informed, and propose solutions
* Receive guidance and provide regular updates on projects, issues and priorities
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| DPI staff  | * Contribute to analysis of economic issues arising from the Manager's liaison with internal and external authorities on industry issues and policy content.
* Contribute to a cohesive team environment by maintaining a co-operative and professional working relationship with other team members.
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| Team | * Actively contribute to the team's objectives and identified outcomes
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| **External** |  |
| Government agencies  | * Provide and obtain information and evaluate data sources
* Share information and technical expertise to resolve issues
* Gather information, build supporting relationships and identify emergent trends, methodologies and resources
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| Stakeholders | * Provide social and economic advice and information to relevant stakeholders to build knowledge and facilitate the appropriate interpretation and implementation of policy options
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Role dimensions

## Decision making

* Makes day to day decisions regarding project tasks in accordance with agreed project objectives and project plans
* Builds networks throughout the department and with government entities
* Sets own work priorities within the general context of project deliverables
* Independently provides information to and project teams investigating and analysing specific issues

## Reporting line

## Manager, Agricultural Economics and Biometrics

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* Ability to undertake sound quantitative and qualitative economic analysis
* Ability to provide clear written results and interpretation

Essential requirements

* Tertiary qualifications in economics, resource economics, social and economic assessment, and/or equivalent experience

# 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**.

# 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**  |
|  | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | Represent the organisation in an honest, ethical and professional waySupport a culture of integrity and professionalismUnderstand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conductRecognise and report misconduct and illegal and inappropriate behaviourReport 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 | Keep up to date with relevant contemporary knowledge and practicesLook for and take advantage of opportunities to learn new skills and develop strengthsShow commitment to achieving challenging goalsExamine and reflect on own performanceSeek and respond positively to constructive feedback and guidanceDemonstrate and maintain a high level of personal motivation | Adept |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiencesClearly explain complex concepts and arguments to individuals and groupsCreate opportunities for others to be heard, listen attentively and encourage them to express their viewsShare information across teams and units to enable informed decision makingWrite fluently in plain English and in a range of styles and formatsUse contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
|  | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomesMake sure staff understand expected goals and acknowledge staff success in achieving theseIdentify resource needs and ensure goals are achieved within set budgets and deadlinesUse business data to evaluate outcomes and inform continuous improvementIdentify priorities that need to change and ensure the allocation of resources meets new business needsEnsure that the financial implications of changed priorities are explicit and budgeted for | Adept |
| **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Identify the facts and type of data needed to understand a problem or explore an opportunityResearch and analyse information to make recommendations based on relevant evidenceIdentify issues that may hinder the completion of tasks and find appropriate solutionsBe willing to seek input from others and share own ideas to achieve best outcomesGenerate ideas and identify ways to improve systems and processes to meet user needs | Intermediate |
|  | **Technology**Understand and use available technologies to maximise efficiencies and effectiveness | Identify opportunities to use a broad range of technologies to collaborateMonitor compliance with cyber security and the use of technology policiesIdentify ways to maximise the value of available technology to achieve business strategies and outcomesMonitor compliance with the organisation’s records, information and knowledge management requirements | Adept |
| **Project Management**Understand and apply effective planning, coordination and control methods | Perform basic research and analysis to inform and support the achievement of project deliverablesContribute to developing project documentation and resource estimatesContribute to reviews of progress, outcomes and future improvementsIdentify and escalate possible variances from project plans | Intermediate |

# 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**  |
|  | 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 |
|  | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| Work Collaboratively | Collaborate with others and value their contribution | Intermediate |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |