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| **Cluster** | Premier and Cabinet |
| **Agency** | Department of Premier and Cabinet |
| **Division/Branch/Unit** | Strategy & Delivery/Economics |
| **Role number** | Various |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **ANZSCO Code** | 224412 |
| **PCAT Code** | 2119192 |
| **Date of Approval** | January 2021 |
| **Agency Website** | www.dpc.nsw.gov.au |

Agency overview

The NSW Department of Premier and Cabinet (DPC) is the lead central agency in the NSW Government.

We support the Premier and the Special Minister of State, the Cabinet, Ministers and agencies by coordinating policies and services across government. We lead policy development, provide innovative ideas and support Government plans and projects.

Working with us will give you a broad overview in areas such as public policy formulation, public administration and state administrative matters and an opportunity to be involved in a range of state-wide policies, issues and projects.

For more information go to <http://www.dpc.nsw.gov.au/about/about_the_department>.

Primary purpose of the role

Undertake complex economic policy or project work to inform policy directions, facilitate service delivery reforms or major initiatives and provide well researched and sound options by identifying emerging issues on which the Department can rely for effective decision making or delivery. Prepare high level advice to the Premier and the executive of the Department of Premier and Cabinet on these matters.

Key accountabilities

* Assume senior responsibility within a team to develop, evaluate and report on a range of approaches and initiatives to support the Department in meeting its commitments in respect to the Government’s public policy programs, including the development of team members by coaching and mentoring where appropriate, to deliver on state significant projects or service delivery reform.
* Review Cabinet proposals, project submissions or proposed initiatives including facilitating consultation with relevant stakeholders, to develop recommendations in relation to the economic merit of the proposals, projects or initiatives.
* Critically analyse and prepare high quality quantitative and qualitative economic analysis in various forms on policy issues, including cross-portfolio and inter-governmental matters, and undertake consultations and negotiations to develop proposals and approaches and prepare advice for the Premier. Ensure key issues are addressed, the information is factual, accurate and succinct, and the NSW policy position is properly represented.
* Develop and maintain effective working relationships and communications across the public sector, with private sector organisations and with key external stakeholders to facilitate engagement, consultation and negotiation of policy issues or project related work, and facilitate their optimal contribution and engagement.
* Undertake research into current and emerging economic issues and trends to ensure policy, service delivery reform or major initiatives development and advice is responsive to current environment and contextual factors.
* Review policy, program or project 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.

Key challenges

* Provide considered economic advice and solutions in a high-volume work environment, with competing priorities and deadlines which are often changing and unpredictable.
* Manage internal and external consultations and negotiations on public policy, service delivery reforms or major initiatives issues with a wide range of stakeholders of varying philosophies, technological capacities and interests.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Director/ Executive Director | Report on and provide recommendations on the soundness and feasibility of proposals or initiatives in respect to the Government’s public policy program, delivery on state significant projects or service delivery reform. |
| Work team | Maintain effective working relationships to ensure collaboration and communication to facilitate a consolidated view.  |
| **External** |  |
| Government, public sector agencies, private sector organisations and other external stakeholders | Develop and maintain effective working relationships to facilitate the engagement and input of external stakeholders to facilitate optimal engagement and contribution to policy issues or project related work. |

# Role dimensions

## Decision making

* The Senior Associate, Economic Policy receives advice and support from the supervisor, while independently managing the day to day workload within agreed work and project plans; takes active ownership of their own work and the work of the team; decides the format, content and tone of reports, briefs and other work in conjunction with a manager; and decides the scope, content and format of information provided to agencies and external stakeholders, liaising with the manager when necessary.
* Decisions or recommendations which are referred to a manager 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.
* This role is likely to have responsibility for managing information gathering, meeting project milestones and deadlines, and facilitating collaborative working arrangements.

## Reporting line

The role reports to the Associate Director.

Key knowledge and experience

* Sound experience in developing and implementing service delivery reforms, strategic initiatives or interagency projects.
* Sound experience in undertaking all aspects of the policy process – research, development, implementation review and evaluation.
* Experience in applying contemporary economic theory to policy development and analysis.

Essential requirements

* Tertiary qualifications in Economics 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**.

# 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**  |
|  | **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 soAct professionally and support a culture of integrityIdentify and explain ethical issues and set an example for others to followEnsure that others are aware of and understand the legislation and policy framework within which they operateAct to prevent and report misconduct and illegal and inappropriate behaviour | 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 making Write 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 |
| **Work Collaboratively**Collaborate with others and value their contribution | Encourage a culture that recognises the value of collaborationBuild cooperation and overcome barriers to information sharing and communication across teams and unitsShare lessons learned across teams and unitsIdentify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to workActively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |
| **Influence and Negotiate**Gain consensus and commitment from others, and resolve issues and conflicts | Negotiate from an informed and credible positionLead and facilitate productive discussions with staff and stakeholdersEncourage others to talk, share and debate ideas to achieve a consensusRecognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomesInfluence others with a fair and considered approach and sound argumentsShow sensitivity and understanding in resolving conflicts and differencesManage challenging relationships with internal and external stakeholdersAnticipate and minimise conflict | Adept |
|  | **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issuesWork through issues, weigh up alternatives and identify the most effective solutions in collaboration with othersTake account of the wider business context when considering options to resolve issuesExplore a range of possibilities and creative alternatives to contribute to system, process and business improvementsImplement systems and processes that are underpinned by high-quality research and analysisLook 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 | Advanced |
|  | **Project Management**Understand and apply effective planning, coordination and control methods | Understand all components of the project management process, including the need to consider change management to realise business benefitsPrepare clear project proposals and accurate estimates of required costs and resourcesEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsIdentify and evaluate risks associated with the project and develop mitigation strategiesIdentify and consult stakeholders to inform the project strategyCommunicate the project’s objectives and its expected benefitsMonitor the completion of project milestones against goals and take necessary actionEvaluate 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 |
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| **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 |
| Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Advanced |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Adept |
|  | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Adept |
|  | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | 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 |
| 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 |