Role Description

Investment Manager, Industry

|  |  |
| --- | --- |
| **Cluster** | Regional NSW |
| **Agency** | Department of Regional NSW |
| **Division/Branch/Unit** | Regional Precincts Group, Office of Regional Economic Development |
| **Location** | Regional NSW |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **Role Family** | Standard/Project & Programs/Delivery |
| **ANZSCO Code** | 251312 |
| **PCAT Code** | 1124592 |
| **Date of Approval** | March 2022 |
| **Agency Website** | [www.regional.nsw.gov.au](http://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 Investment Manager, Industry is responsible for developing and managing multiple projects and initiatives intended to attract and support priority sector investment into NSW, and meet the objectives of the Regional NSW investment attraction strategy.

This role will act as a primary point of contact for investment attraction enquires, facilitate collaboration between industry and government, and deliver a range of investor services in across priority sectors to deliver intended investment and job creation outcomes.

# Key accountabilities

* Identify, develop and manage projects to attract inward investment, increase economic growth, grow employment, infrastructure, investment and exports for regional NSW.
* Plan and implement strategies and initiatives to strengthen our economic relationships and promote inward investment in high priority sectors.
* Deliver investment lead generation and research to build a pipeline of potential investment, including actionable market intelligence and advice regarding priority sector investment attraction, initiatives and planned activities.
* Provide a high level of service, advice and support to potential investors as part of an integrated team approach.
* Work closely with the Senior leadership team to develop investment strategies, 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 and reporting on outcomes.
* Represent the Department’s position to international trading partners and industry, and convene and lead roundtables and events as required.
* Develop and manage working relationships and networks with key State and Federal Government agencies, Local Government, businesses and other stakeholders for the effective leveraging of programs that encourages inward investment.
* Prepare timely, accurate, relevant and high-quality briefings, submissions, reports, speeches and correspondence to clients and stakeholders when requested.

# Key challenges

* Initiating innovative ideas in a rapidly changing industry and economic environment.
* Balancing complex and multiple projects and/ or business development initiatives with sensitivity to time pressure, resource requirements, business impacts and relationships to diverse stakeholders.

# Key relationships

|  |  |
| --- | --- |
| **Who** | **Why** |
| **Internal** |  |
| Director | * Accountability for delivery of key projects/initiatives and achievement of Key Performance Indicators. * Escalate issues, keep informed and advise as required. |
| Senior Investment Manager | * Report activities, receive guidance, share information, and discuss applications for financial assistance and facilitation provided to clients/stakeholders or projects. |
| Departmental staff | * Share and discuss tasks, project outlines, targets and gather information in managing the requirements of business and trade activities. |
| **External** |  |
| Other government staff, external organisations and business | * Scope and plan activities and co-ordinate projects which will bring the broadest suite of government support to a business or collaborative project. * Develop a portfolio of clients and projects which will deliver business outcomes. |

**Role dimensions**

## Decision making

* Independently sets priorities and makes decisions on matters in relation to the projects and targets the role is responsible for, and seeks advice from the Director and Senior Investment Manager as required.
* Works with other key Federal, State agencies and Local Government, businesses, education providers and stakeholders to arrange joint activities.
* Establishes client business development needs and assesses the suitability and relevance of a range of programs and third-party services in consultation with the Senior Investment Manager where delegated.

## Reporting line

Senior Investment Manager, Industry

## Direct reports

Nil

## Budget/Expenditure

Nil

# Key knowledge and experience

* Demonstrated experience in business development or investment attraction and/or delivery and implementation of strategic initiatives.
* Sound understanding of the business development and investment process, financial reporting and key factors driving regional economic growth.

# Essential requirements

* Relevant tertiary qualifications coupled with relevant private sector experience.
* Proven experience in at least one of the following sectors: Technology; Manufacturing, Energy and Resources and Agribusiness.
* Evidence of the COVID-19 vaccination must be provided upon commencement of employment. This is a condition of engagement should you be successfully appointed to a position within the Department of Regional NSW (which includes Local Land Services and the Soil Conservation Service).
* Current NSW Driver Licence

# 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 way * Support a culture of integrity and professionalism * Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct * Recognise and report misconduct and illegal and   inappropriate behaviour   * Report and manage apparent conflicts of interest   and encourage others to do so | Intermediate |
| **Communicate Effectively** Communicate clearly, actively listen to others, and respond with 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 |
|  | **Commit to Customer Service** Provide customer-focused services in line with public sector and organisational objectives | * Take responsibility for delivering high-quality customer-focused services * Design processes and policies based on the customer’s point of view and needs * Understand and measure what is important to customers * Use data and information to monitor and improve   customer service delivery   * Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers * Maintain relationships with key customers in area of expertise * Connect and collaborate with relevant customers   within the community | Adept |
|  | **Demonstrate Accountability** Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | * Be proactive in taking responsibility and being accountable for own actions * Understand delegations and act within authority levels * Identify and follow safe work practices, and be | Intermediate |





|  |  |  |  |
| --- | --- | --- | --- |
| **FOCUS CAPABILITIES** | | | |
| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
|  |  | vigilant about own and others’ application of these practices   * Be aware of risks and act on or escalate risks, as appropriate * Use financial and other resources responsibly |  |
| **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 outcomes * Make sure staff understand expected goals and acknowledge staff success in achieving these * Identify resource needs and ensure goals are achieved within set budgets and deadlines * Use business data to evaluate outcomes and   inform continuous improvement   * Identify priorities that need to change and ensure the allocation of resources meets new business needs * Ensure that the financial implications of changed   priorities are explicit and budgeted for | Intermediate |
|  | **Project Management** Understand and apply effective planning, coordination and  control methods | * Perform basic research and analysis to inform and support the achievement of project deliverables * Contribute to developing project documentation and resource estimates * Contribute to reviews of progress, outcomes and future improvements * Identify 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 | Adept |
|  | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
|  | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Adept |
|  | Work Collaboratively | Collaborate with others and value their contribution | Adept |
|  | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Adept |
|  |  |  |  |
|  | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
|  | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | 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 | Intermediate |
|  | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |



