

Role Description

Senior Portfolio Officer

Agency	Department of Education
Division/Directorate/Unit	SIER / Transformation / Portfolio Governance, Delivery Assurance & Reporting
Role Number	236920,236921,236922 & 192326
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	139999
PCAT Code	3332492
Date of Approval	May 2022
Agency Website	education.nsw.gov.au

Agency overview

The NSW Department of Education serves the community by providing world-class education for students of all ages.

We ensure young children get the best start in life by supporting and regulating the early childhood education sector. We are the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population. We are committed to fostering vibrant, sustainable and high-performing vocational and higher education sectors.

We are responsible for enacting NSW Government policy, driving improvement in education, and overseeing policy, funding and compliance issues relating to non-government schools. We respect and value Aboriginal and Torres Strait Islander people as First Peoples of Australia.

About the Directorate

The Portfolio Governance, Assurance and Reporting team has a high profile and importance within the Department. The programs of work overseen are key for delivering on the Department's strategic objectives and the profile of the team is being elevated from July 2022.

Primary purpose of the role

The role supports the Strategic Policy Portfolio Manager in providing strategic advice to the Secretary and Senior Executives on the Department's priority reform agenda. The role will facilitate and support high quality, collective decision making on the Department's Transformation agenda. It will support one of the business' priority portfolios. The role will be part of a team and help set the agenda for executive decision making, providing high quality strategic advice, secretariat support and timely reporting to drive the delivery of the Department's priority outcomes.

Key accountabilities

- Provide high level secretariat functions and support to an executive sub committee to ensure senior executive oversight of the portfolio.
- Contribute to the development and maintenance of an integrated and consistent approach to portfolio management, delivery and reporting, working closely with other Transformation teams and other divisional teams to ensure alignment of strategic portfolios to identify and develop best practice portfolio and management practices.
- Build and maintain partnerships with stakeholders to ensure future project and program opportunities meet both stakeholder needs and contributes to the achievement of the Directorate's strategic and business objectives.
- Contribute to portfolio level reporting requirements to the Department Executive Audit and Risk Committee and/or Minister, including preparation of strategic and operational documents such as briefing papers, discussion papers and responses to information requests.
- Contribute to the development and implementation of portfolio and delivery frameworks and processes to facilitate the identification, mitigation of risks and to ensure the provision of resources and capabilities required to optimise project delivery.

- Contribute to research and analysis to ensure the provision of evidence-based, timely, relevant and actionable insights to decision makers.

Key challenges

- Provide effective risk assessment, challenge and support to clients/customers implementing major projects and programs of work across the department to ensure consistent high quality and timely decision making.
- Anticipating challenges which may impede effective delivery against strategic objectives, with particular consideration of the shifting strategic operating environment, including identifying mechanisms to mitigate identified risks to deliver improved student and learner outcomes.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions • Provide expert advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions
Project Team	<ul style="list-style-type: none"> • Guide, support, coach and mentor team members • Lead discussions and decisions regarding key projects and deliverables
Stakeholders	<ul style="list-style-type: none"> • Provide expert advice on a range of project related issues and strategies • Optimise engagement to achieve defined outcomes • Manage expectations and resolve issues
External	
Stakeholders	<ul style="list-style-type: none"> • Engage in, consult and negotiate the development, delivery and evaluation of projects • Manage expectations and resolve issues

Role dimensions

Decision making

This role acts independently in performing its core work functions in accordance with relevant policies, procedures and guidelines. In matters which are sensitive or complex, the role consults with the manager.

Reporting line

This role reports to the Strategic Policy Portfolio Manager.

Direct reports

Nil

Budget/Expenditure

This role has financial delegation in line with Department policy

Key knowledge and experience

- Demonstrate experience engaging with stakeholders.
- Experience in a similar role with a strong background in portfolio and project management methodology.
- Knowledge of and commitment to implementing the Department's [Aboriginal Education Policy](#) and upholding the [Department's Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

Essential Requirements

- A valid Working with Children Check.
- Tertiary qualifications or relevant knowledge, skills and experience in finance, economics, business management or related discipline.

Capabilities for the role

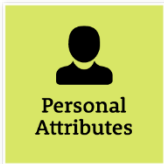
The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for 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
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • 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
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • 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 	Adept

		<ul style="list-style-type: none"> • Demonstrate and maintain a high level of personal motivation 	
 <p>Relationships</p>	<p>Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> • Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences 	Adept
	<p>Work Collaboratively Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> • 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
 <p>Results</p>	<p>Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances</p>	<ul style="list-style-type: none"> • Understand the links between the business unit, organisation and the whole-of-government agenda • Ensure business plan goals are clear and appropriate and include contingency provisions • Monitor the progress of initiatives and make necessary adjustments • Anticipate and assess the impact of changes, including government policy and economic conditions, on business plans and initiatives and respond appropriately • Consider the implications of a wide range of complex issues and shift business priorities when necessary <p>Undertake planning to help the organisation transition through change initiatives, and evaluate progress and outcomes to inform future planning</p>	Advanced
 <p>Business Enablers</p>	<p>Technology Understand and use available technologies to maximise efficiencies and effectiveness</p>	<ul style="list-style-type: none"> • Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Use available technology to improve individual performance and effectiveness • Make effective use of records, information and knowledge management functions and systems • Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies 	Intermediate

Project Management





Understand and apply effective planning, coordination and control methods

- Prepare and review project scope and business cases Advanced for projects with multiple interdependencies
- Access key subject-matter experts' knowledge to inform project plans and directions
- Design and implement effective stakeholder engagement and communications strategies for all project stages
- Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning
- Develop effective strategies to remedy variances from project plans and minimise impact
- Manage transitions between project stages and ensure that changes are consistent with organisational goals
- Participate in governance processes such as project steering groups

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
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	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	Intermediate

