

# Role Description

## Associate



Treasury

Cluster	The Treasury
Division / Branch / Unit	CC&P / Commissioning NSW / Partnerships
Location	Sydney CBD
Classification/Grade/Band	Grade 7/8
Kind of Employment	Ongoing
ANZSCO Code	221111
PCAT Code	2113392
Agency Website	<a href="http://www.treasury.nsw.gov.au">www.treasury.nsw.gov.au</a>

### Agency overview

NSW Treasury leads the economic, jobs and investment conversation across New South Wales (NSW). From its position at the centre of government, Treasury drives the economic development strategy to guide the State's growth for the benefit of the people who live, work and study in NSW. Its work includes boosting trade, investment and tourism, developing industry, supporting jobs growth, improving service delivery to the community and increasing living standards, now and into the future.

Information about the structure and functions of the NSW Treasury can be sourced on our website: <https://www.treasury.nsw.gov.au> (Refer to "About Treasury" and "Our Treasury Team").

### Primary purpose of the role

As an Associate, your role is to work in agile cross-disciplinary project teams and partner with agencies to provide strategic, operational, financial, commercial, risk management and governance support in the delivery of commissioning projects across all agencies and clusters.

### Key accountabilities

- Proactively build and maintain relationships to ensure internal and external stakeholders are proactively engaging with the group to seek expert trusted commercial advice.
- Provide clear, concise, insightful and effective advice to various stakeholders to support the effective delivery of commissioning initiatives.
- Advise the sector on the application of the NSW Government Commissioning and Contestability Policy
- Support the Director and contribute to the broader goals of the Division, Group and Treasury as appropriate.

### Key challenges

- Maintaining current knowledge and understanding of diverse public-sector issues and the complexity associated with their delivery
- Developing workable solutions to complex and sensitive issues, dealing with uncertainty and imperfect information
- Working in diverse teams and engaging effectively with a wide range of internal and external stakeholders

- Building stronger working partnerships with government agencies and businesses and working to improve Treasury's understanding of their operating environment and associated issues and challenges
- Influencing agencies and internal and external stakeholders to adopt new approaches and practices that support the Premier's priority for improved government services.

## Key relationships

Who	Why
<b>Internal</b>	
Executive Director, Director	<ul style="list-style-type: none"> <li>• Escalate issues, keep informed, advise, consult and receive professional support and guidance</li> </ul>
Treasury Colleagues	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships and open channels of communication to deliver high quality advice and support</li> </ul>
<b>External</b>	
Key external stakeholders, including NSW Department of Premier and Cabinet, other NSW Agencies, other state treasuries and public, NGO and private sector commercial entities and providers	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships and open channels of communication to foster liaison, consultation, and engagement</li> </ul>

## Role dimensions

### Decision making

The person in this role would:

- Effectively brief the Director on project status and issues and make recommendations for decisions
- Recognise when to make decisions and document the decision-making process.
- Ask relevant questions, exercise appropriate professional scepticism and bring attention to issues that arise before they become problems

### Reporting line

This role reports to the Director, Partnerships, CNSW.

## Essential Requirements





- Tertiary qualifications in finance, economics or business or equivalent.
- Ability to communicate financial and commercial analysis clearly and effectively (verbally and in writing).
- Project management experience and a demonstrated ability to exercise influence in dealings with external stakeholders.
- Previous experience in strategic and/or corporate advisory, transaction services is desirable.
- Government experience is desirable but not essential.

## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

### Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	<b>Act with Integrity</b>	<b>Intermediate</b>
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Adept
	<b>Plan and Prioritise</b>	<b>Adept</b>
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>

## Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Intermediate	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and follow legislation, rules, policies, guidelines and codes of conduct</li> <li>• Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct, illegal or inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest</li> </ul>
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>• Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>• Show commitment to achieving challenging goals</li> <li>• Examine and reflect on own performance</li> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate a high level of personal motivation</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>• Tailor communication to the audience</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Create opportunities for others to be heard</li> <li>• Actively listen to others and clarify own understanding</li> <li>• Write fluently in a range of styles and formats</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>• Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work</li> <li>• Initiate, prioritise, consult on and develop team/unit goals, strategies and plans</li> <li>• Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses</li> <li>• Ensure current work plans and activities support and are consistent with organisational change initiatives</li> <li>• Evaluate achievements and adjust future plans accordingly</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues</li> <li>• Work through issues, weigh up alternatives and identify the most effective solutions</li> <li>• Take account of the wider business context when considering options to resolve issues</li> <li>• Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>Implement systems and processes that underpin high quality research and analysis</li> </ul>
		<ul style="list-style-type: none"> <li>Prepare clear project proposals and define scope and goals in measurable terms</li> <li>Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>Prepare accurate estimates of costs and resources required for more complex projects</li> <li>Communicate the project strategy and its expected benefits to others</li> <li>Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>Evaluate progress and identify improvements to inform future projects</li> </ul>