

Role Description

Executive Officer – Boards and Committees



Regional
NSW

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| Cluster/Agency | Department of Regional NSW |
| Agency | Department of Primary Industry |
| Division/Branch/Unit | Department of Primary Industries /Agriculture |
| Location | Orange, Paterson or negotiated |
| Classification/Grade/Band | Clerk Grade 9/10 |
| Role Family (<i>internal use only</i>) | Adapted/Administrative and Executive Support/Delivery |
| ANZSCO Code | 52008603 |
| PCAT Code | 1131592 |
| Date of Approval | June 2018 |
| Agency Website | www.industry.nsw.gov.au |

Agency overview

The [Department of Regional NSW](#) (DRNSW) was formed in 2020 as a central agency for regional issues. The Department has 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.

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 (DPI Ag) leads agricultural industry development through extension, science and research, industry policy and regulatory compliance functions to foster sustainable and economic agricultural industries.

Primary purpose of the role

Manage a high level executive, secretariat and project support to the DPI Executive relating to Boards and Trusts, including the provision of strategic advice and recommendations, policy, governance and secretarial service, coordinating and managing special projects, managing communications, stakeholder engagement and coordinating the timely delivery of services to effectively support related NSW DPI Boards and advisory committees, including the CB Alexander Foundation, Belgenny Farm Trust, Farrer Memorial Trust and Helen Newton Turner Trust.

The role also assists with NSW Government relations for the Rice Marketing Board of NSW and the Riverina Wine Grapes Marketing Board coordinated through the DPI to the Minister.

Key accountabilities

- Implement, monitor and report on strategic, operational and project plans to inform decision making and support achievement of each Boards & Trusts objectives, while ensuring that statutory and regulatory compliance requirements are met.
- Research and prepare strategic advice, information and reports on diverse and complex policy, planning and operational matters to facilitate informed decision making and planning.
- Lead and/or contribute to projects to support the achievement of each Board & Trust's strategic and operational objectives.
- Continually develop, implement, monitor and improve Board and committee policies and procedures to manage risk, and ensure high governance standards are maintained to protect the reputation of each entity and support the achievement of quality outcomes.
- Provide leadership and support for financial management, monitoring and reporting ensuring compliance and audit obligations are met.
- Negotiate, develop and execute contracts and other documentation in connection with the business of each entity.
- Coordinate, review and undertake the development and submission of a range of strategic and operational documents including the Annual Report of each entity as part of their statutory requirements.
- Effectively and proactively support the management of relationships between the Executive, Board and Committee Chairs relevant to emerging issues and risk, including collaborating with a range of stakeholders and partners for the effective delivery of services to meet the strategic priorities of each entity.

Key challenges

- Anticipating and addressing contentious issues and providing accurate advice on issues and legislation, often within tight timeframes, given the need to collect and assimilate information from a variety of different sources while maintaining confidentiality and exercising diplomacy.
- Maintaining a contemporary knowledge of relevant governance and financial practices and mandatory reporting requirements, policies, standards and guidelines.
- Effectively delivering a range of governance and business services in an environment of competing priorities, tight deadlines and limited resources.

Key relationships

| Who | Why |
|--|---|
| Internal | |
| Director General DPI | <ul style="list-style-type: none"> • Provide executive level support to the DG relating to Board and committee matters of which the DG Chairs. • Organise and coordinate input |
| Deputy Director General DPI Agriculture | <ul style="list-style-type: none"> • Provide executive level support to DDG relating to Board and committee matters of which the DDG Chairs or is a member. • Organise and coordinate input |
| Director Education | <ul style="list-style-type: none"> • Deliver advice and exchange information on CBAF and Belgenny matters • Prioritise workflow for requests and approvals |

| Who | Why |
|---|--|
| Senior DPI Executive | <ul style="list-style-type: none"> Coordinate input into papers, correspondence and briefings |
| Office of the Director General Minister's Office and Ministerial Liaison Unit | <ul style="list-style-type: none"> Coordinate briefing materials and correspondence Liaise with Departmental executive assistants and other staff across the Department to source and exchange information as required |
| External | |
| Stakeholders and clients, at a senior level, including industry, community and government representatives | <ul style="list-style-type: none"> Provide sound and reliable advice, manage expectations, resolve and provide solutions to issues, negotiate outcomes and timeframes Establish and maintain effective working relationships and networks to address highly confidential and sensitive matters To identify and implement strategic priorities To ensure the effective implementation and monitoring of operational agreements Coordinate meetings, travel, agendas and prepare Board papers |
| Audit Office, Financial service representatives and other specialist advisors | <ul style="list-style-type: none"> To ensure good governance, financial probity and transparency |

Role dimensions

Decision making

The role has autonomy to:

- Make decisions around procurement, financial management, contract management and business development
- Instigate activities to improve governance systems and processes, minimise risk and inform decision making
- Refer to the Deputy Director General DPI Agriculture any issues which may have political implications across the Division or Department

Reporting line

Director Education DPI Agriculture

Direct reports

This role has 3 direct reports (operational staff at Belgenny)

Budget/Expenditure

Authorisation for expenditure of allocated program resources under applicable Departmental delegation

Essential requirements

- Current NSW Driver Licence and the ability and willingness to travel
- Current NSW Working with Children Check
- 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*

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

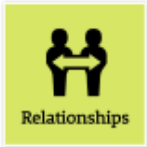
Focus capabilities

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 |
|---|---|--|----------|
|  | Act with Integrity Be ethical and professional, and uphold and promote the public sector values | <ul style="list-style-type: none"> • Model the highest standards of ethical and professional behaviour and reinforce their use • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act promptly on reported breaches of legislation, policies and guidelines | Advanced |
|  | 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 • Demonstrate and maintain a high level of personal motivation | Adept |



Commit to Customer Service

Provide customer-focused services in line with public sector and organisational objectives

- Focus on providing a positive customer experience
- Support a customer-focused culture in the organisation
- Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers
- Identify and respond quickly to customer needs
- Consider customer service requirements and develop solutions to meet needs
- Resolve complex customer issues and needs
- Cooperate across work areas to improve outcomes for customers

Intermediate



Influence and Negotiate

Gain consensus and commitment from others, and resolve issues and conflicts

- Negotiate from an informed and credible position
- Lead and facilitate productive discussions with staff and stakeholders
- Encourage others to talk, share and debate ideas to achieve a consensus
- Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes
- Influence others with a fair and considered approach and sound arguments
- Show sensitivity and understanding in resolving conflicts and differences
- Manage challenging relationships with internal and external stakeholders
- Anticipate and minimise conflict

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 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

Adept



Demonstrate Accountability

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

- Assess work outcomes and identify and share learnings to inform future actions
- Ensure that own actions and those of others are focused on achieving organisational outcomes
- Exercise delegations responsibly
- Understand and apply high standards of financial probity with public monies and other resources
- Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety
- Conduct and report on quality control audits
- Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks

Adept



Finance

Understand and apply financial processes to achieve value for money and minimise financial risk

- Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending
- Consider financial implications and value for money in making recommendations and decisions
- Understand how financial decisions impact the overall financial position
- Understand and act on financial audit, reporting and compliance obligations
- Display an awareness of financial risk, reputational risk and exposure, and propose solutions to address these

Intermediate



Manage and Develop People

Engage and motivate staff, and develop capability and potential in others

- Collaborate to set clear performance standards and deadlines in line with established performance development frameworks
- Look for ways to develop team capability and recognise and develop individual potential
- Be constructive and build on strengths by giving timely and actionable feedback
- Identify and act on opportunities to provide coaching and mentoring
- Recognise performance issues that need to be addressed and work towards resolving issues
- Effectively support and manage team members who are working flexibly and in various locations
- Create a safe environment where team members' diverse backgrounds and cultures are considered and respected
- Consider feedback on own management style and reflect on potential areas to improve

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.

| 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 |
|  | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Adept |
|  | Work Collaboratively | Collaborate with others and value their contribution | Intermediate |
|  | 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 |
|  | 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 |
|  | Project Management | Understand and apply effective planning, coordination and control methods | Adept |
|  | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
|  | Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Intermediate |



Manage Reform and
Change

Support, promote and champion change, and assist others to engage with change Intermediate
