Role Description
Senior Policy and Project Officer, Regional Programs

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Regional Programs
Location	Regional NSW
Classification/Grade/Band	Clerk Grade 9/10
Role Family	Standard / Policy / Lead
ANZSCO Code	132411
PCAT Code	2119192
Date of Approval	July 2022
Agency Website	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

The NSW Government's eyes and ears on the ground for regional development and infrastructure delivery, providing multi-agency coordination, program and grant funding, community planning and coordination, and emergency response delivery.
Regional Development and Programs plays a crucial leadership and community-facing role to support improved outcomes in economic development and community wellbeing for regional NSW.

Our Regional Programs branch coordinates critical Regional Youth Task Force activities and delivers sector excellence and leadership in grants design, administration, evaluation and program assurance to support social and economic outcomes for regional NSW.

Primary purpose of the role

The Senior Policy and Project Officer supports the development of grant program related policy proposals and contributes to the delivery of evidence-based projects to solve complex problems to make regional NSW an even better place to live, work and invest. The Senior Policy and Project Officer advises on contemporary issues impacting regional industries and communities and undertakes project management and support activities to contribute to the development and delivery of a range of projects, including operational policy and procedure development and legislative reform within established objectives. The Senior Policy and Policy Officer has a specific focus on NSW Government funding through grant programs.

Key accountabilities
- Develop new, innovative policy proposals and ideas including using evidence to justify the problem, options analysis and preparation of cabinet submissions.

- Provide high-level advice related to policy and regulatory reform and the development and delivery of changes to strategic policy, legislative change and operational programs.
- Maintain awareness of emerging regional development policy issues, nationally and internationally, approaches of other jurisdictions, and advances in academic and economic thinking
- Assist the stewarding of policy and related documents through government approval processes, negotiating with government representatives
- Manage and oversee all aspects of project planning, development and implementation for a range of projects, including developing project plans, coordinating resources, managing budgets, meeting reporting requirements, and supporting project-related activities, to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope in line with established agency project management methodology
- Maintain strong links with key central agencies, stakeholders, academic institutions and other jurisdictions to ensure the Division is developing best practice and relevant policy solutions, leveraging a whole of government approach and reducing red tape, costs and other industry impediments
- Effectively use current knowledge of the extensive range of data, information, legislation and policy settings affecting regional development and government expenditure through grant programs in NSW and making recommendations on a range of complex and/or politically sensitive alternatives.

Key challenges
- Formulating and completing analysis that adequately informs and drives effective evidence-based policy design.
- Establishing rigorous processes and driving multiple policy issues affecting regional development and government expenditure through grant programs in NSW.
- Managing consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests.

Key relationships

Who	Why
Internal	
Manager	- Provide expert advice and contribute to decision making - Identify emerging issues/risks and their implications and propose solutions - Receive advice and report on progress towards business objectives and discuss future directions
Team	- Support team, work collaboratively to contribute to achieving organisation's business goals - Participate in meetings to obtain the work group perspective and share information - Encourage teams to work collaboratively to contribute to achieving business outcomes
External	
Other NSW government agencies	- Establish effective networks and foster collaborative relationships and partnerships to negotiate and forward mutual interests. - Collaborate to develop innovative solutions and lead adoption of new approaches and responses for timely and efficient assessment outcomes. - Share information about agency and processes. - Consult and collaborate to resolve project related issues, define mutual interests and determine strategies to achieve their realisation

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Role dimensions

Decision making

- Responsible for the management of own workload and priorities under overall guidance of the Manager.
- Refers more complex or contentious matters with associated options to the relevant Manager.
- Makes day to day decisions on his/her own work, and on project work involving multi-disciplinary teams, including advice, guidance and feedback
- Contributes to key decisions with regard to policy process and the provision of advice.
- Exercises initiative and make sound judgements, as well providing high level advice relating to the implications of alternative resource allocation options.

Reporting line

Manager, Policy and Coordination

Direct reports

TBC

Budget/Expenditure

Nil

Essential requirements

- Appropriate tertiary qualifications or equivalent, relevant professional experience and training.

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.

Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Manage Self** Show drive and motivation, an ability to self-reflect and a commitment to learning	• 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	Intermediate
Relationships	**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
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	• Influence others with a fair and considered approach and present persuasive counter-arguments • Work towards mutually beneficial 'win-win' outcomes • Show sensitivity and understanding in resolving acute and complex conflicts and differences • Identify key stakeholders and gain their support in advance • Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise • Anticipate and minimise conflict within the organisation and with external stakeholders	Adept
	Think and Solve Problems Think, analyse and consider the broader context to develop	• Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues	Advanced

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Capability group/sets	Capability name	Behavioural indicators	Level
Results	practical solutions	- Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others - Take account of the wider business context when considering options to resolve issues - Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements - Implement systems and processes that are underpinned by high-quality research and analysis - Look 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	
	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
Business Enablers	**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 benefits - Prepare clear project proposals and accurate estimates of required costs and resources - Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements - Identify and evaluate risks associated with the project and develop mitigation strategies - Identify and consult stakeholders to inform the project strategy - Communicate the project's objectives and its expected benefits	Adept

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Capability group/sets	Capability name	Behavioural indicators	Level
		• Monitor the completion of project milestones against goals and take necessary action • Evaluate progress and identify improvements to inform future projects	
People Management	**Optimise Business Outcomes** Manage people and resources effectively to achieve public value	• Initiate and develop longer-term goals and plans to guide the work of the team in line with organisational objectives • Allocate resources to ensure the achievement of business outcomes and contribute to wider workforce planning • When planning resources, implement processes that encourage the attraction and retention of people of diverse cultures, backgrounds and experiences • Ensure that team members base their decisions on a sound understanding of business and risk management principles, applied in a public sector context • Monitor performance against standards and take timely corrective actions • Keep others informed about progress and performance outcomes	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.

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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
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	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	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Adept
Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
Business Enablers	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
People Management	Manage and Develop People	Engage and motivate staff, and develop capability and potential in others	Intermediate
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate

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