

Role Description

Executive Officer



Treasury

Cluster	The Treasury
Agency	NSW Treasury
Division/Branch/Unit	Industry, Jobs and Innovation/Trade, Tourism, Investment and Precincts
Location	Sydney CBD
Classification/Grade/Band	11/12
Kind of Employment	Ongoing
ANZSCO Code	521211
PCAT Code	1221592
Date of Approval	March 2020
Agency Website	www.treasury.nsw.gov.au

Agency overview

The key customer of NSW Treasury is the NSW Government on behalf of the people of NSW. Our vision is ensuring that the people of NSW have access to services and infrastructure that deliver social and economic benefits underpinned by a strong and sustainable economic and financial position.

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”).

As part of our vision to become a World Class Treasury, we believe Treasury has a primary role to support and invest in our key partners (service delivery clusters). This includes a responsibility to lift the financial management capability and culture across the sector and support NSW Government’s commitment to achieve significant and sustainable financial management improvement.

Primary purpose of the role

As an Executive Officer in the Trade, Tourism, Investment and Precincts (TTIP) Group, your role will work with The Executive Director and Senior Executives to support the operation of Industry, Job and Innovation Division’s office.

This role provides timely expert executive coordination, communication and professional support to the Executive Director including managing a diverse range of critical issues, services and projects relating to key strategic objectives. The role organises high level committees, meetings and related forums chaired or convened by the Executive Director and coordinates the submission of reports, briefings and related documents for the Executive Director’s attention. This role will ensure that key tasks are coordinated and communicated to the right people in across the Division and the wider Trade, Investment, Tourism and Precincts Group to deliver outcomes.

Key accountabilities

- Manage the Executive Director's records and correspondence, general coordination of tasks, proactively scheduling, organising and prioritising meetings and oversight of employees for the effective and efficient operation of the Industry, Jobs and Innovation Division.
- Act as a point of contact for the Executive Director, liaise with stakeholders and action requests to coordinate communication and proactively ensure responses meet deadlines.
- Represent the Executive Director on committees, working parties and related forums as required and advocate the position of the Executive Director or NSW Treasury on relevant issues where appropriate.
- Prepare, author, edit, manage and review the provision of high level communications and correspondence for the Executive Director's approval including ministerial correspondence, briefings, reports, submissions and notes to ensure the comprehensiveness, accuracy and timeliness of written information.
- Undertake high-level analysis, integration and synthesis of information from a range of internal and external sources to provide the Executive Director with strategic, timely advice on complex and sensitive matters relating to the Division's functions. Research and prepare strategic advice, information and reports on corporate policy, planning and operational matters to facilitate informed decision making and planning.
- Implement, monitor and report on strategic, operational and project plans to inform decision making and support achievement of organisational objectives.
- Lead and/or contribute to projects to support the achievement of organisation level strategic and operational objectives.
- Management of monthly expenses with proactive reports being shared to both the Executive Director and the Executives.
- Review and debrief on the TTIP Business Plan to ensure the Division's outcomes are on track and deliverables are being tracked along the project timelines.
- Partner with Human Resources to monitor and report on FTE movements and Labour Expense Cap (LEC) status to proactively manage workforce planning requirements.
- Provide issues management and support as required, responding to emerging issues to ensure effective resolution with minimal risk to the organisation.
- Undertake special assignments and projects as referred by the Executive Director in respect to cross-divisional, departmental and agency wide issues, ensuring completion within deadlines and achieving required outcomes.
- Provide effective management oversight and leadership of staff in the Executive Director's Office.

Key challenges

- Anticipating and addressing contentious issues and providing accurate advice on complex internal issues, often within tight timeframes, given the need to collect and assimilate information from a variety of different sources whilst maintaining confidentiality and exercising diplomacy.
- Completing significant projects within varying timeframes given the need to balance this with attention to appropriate project management principles, stakeholder and client needs and the needs of the Executive Director.
- Developing and maintaining effective working relations within Treasury, the Treasurer's Office, and other NSW clusters and agencies.
- Maintaining a high level of knowledge on government priorities, policies and practices.
- Managing a high performing team providing timely support and advice in support of the Leadership across the Division.

Key relationships

Who	Why
Ministerial	
The Office of the Minister	<ul style="list-style-type: none">Consult with Ministerial staff, providing accurate information and timely responses to sensitive or contentious issues
Internal	
Secretary & Chief of Staff	<ul style="list-style-type: none">Provide expert advice and contribute to decision making; identify emerging issues/risks and their implications and propose solutions; escalate issues when required; receive advice and report on progress towards business objectives and discuss future directions.
Executive	<ul style="list-style-type: none">Collaborate and provide advice to contribute to strategic decision-making.
Stakeholders	<ul style="list-style-type: none">Liaise with, and coordinate information between stakeholders and the Executive; consult and collaborate with, to define mutual interests and determine strategies to achieve their realisation.
External	
Stakeholders (external agencies, other government departments)	<ul style="list-style-type: none">Coordinate information, gather input from and provide sound and reliable advice; manage expectations, resolve and provide solutions to issues; negotiate outcomes and timeframes.

Role dimensions

Decision making

The person in this role would:

- Operate with a high level of autonomy and is accountable for formulating advice and high-level communication reflective of Executive Director's intent.
- Be fully accountable for the management of projects assigned within required deadlines and for accuracy, integrity and quality of the content of advice and opinions provided to the Executive Director on matters referred.
- Operates within an external environment of sensitivity and requires significant judgement in handling issues that arise.

Reporting line

This role reports to the Executive Director, Industry Jobs and Innovation

Direct reports

This role will have two direct reports

Budget/Expenditure

Not Applicable

Essential requirements

- High level knowledge skills and experience in Government protocols and procedures, including Cabinet and inter-government protocols and processes.
- Proven experience in providing high level executive support and related services to boards, committees and similar forums.
- Demonstrated research, analytical, conceptual, strategic thinking skills and project management.
- Expertise in drafting Ministerial correspondence, capturing key strategic themes in line with Secretary's requirements.






- Hold a tertiary degree in communications, political science or related subjects or demonstrable and extensive experience in working in government equivalent positions with respect to cross-government communication and policy and project management. Financial skills desirable.
- Ability to lead a team.

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

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	Adept
	Act with Integrity	Adept
	Manage Self	Advanced
	Value Diversity	Adept
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Adept
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

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
Person Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical and professional way and encourage others to do so Demonstrate professionalism to support a culture of integrity within the team/unit Set an example for others to follow and identify and explain ethical issues Ensure that others understand the legislation and policy framework within which they operate Act to prevent and report misconduct, illegal and inappropriate behaviour
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> Act as a professional role model for colleagues, set high personal goals and take pride in their achievement Actively seek, reflect and act on feedback on own performance Translate negative feedback into an opportunity to improve Maintain a high level of personal motivation Take the initiative and act in a decisive way
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> Present with credibility, engage varied audiences and test levels of understanding Translate technical and complex information concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Actively listen and encourage others to contribute inputs Adjust style and approach to optimise outcomes Write fluently and persuasively in a range of styles and formats
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> Build a culture of respect and understanding across the organisation Recognise outcomes which resulted from effective collaboration between teams Build co-operation and overcome barriers to information sharing and communication and collaboration across the organisation and cross government Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Results Plan and Prioritise	Advanced	<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 including contingency provisions Monitor progress of initiatives and make necessary adjustments Anticipate and assess the impact of changes, such as government policy/economic conditions, to business plans and initiatives, and respond appropriately

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Consider the implications of a wide range of complex issues, and shift business priorities when necessary Undertaken planning to transition the organisation through change initiatives and evaluate progress and outcome to inform future planning
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> Prepare clear project proposals and define scope and goals in measurable terms Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements Prepare accurate estimates of costs and resources required for more complex projects Communicate the project strategy and its expected benefits to others Monitor the completion of project milestones against goals and initiate amendments where necessary Evaluate progress and identify improvements to inform future projects
People Management Optimise Business Outcomes	Intermediate	<ul style="list-style-type: none"> Develop team/unit plans that take into account team capability and strengths Plan and monitor resource allocation effectively to achieve team/unit objectives Ensure team members work with a good understanding of business principles as they apply to the public-sector context Participate in wider organisational workforce planning to ensure the availability of capable resources