# Role Description

# Planning and Reporting Officer – Ministerial Executive Services

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| **Role Description Fields** | **Details** |
| **Cluster** | **Premier and Cabinet** |
| **Department/Agency** | **Premiers Department** |
| **Division/Branch/Unit** | **Ministerial and Executive Services | Strategic Support Directorate** |
| **Role number** | **76475** |
| **Classification/Grade/Band** | **Clerk 7/8** |
| **Senior executive work level standards** | **Not Applicable** |
| **ANZSCO Code** | **224999** |
| **PCAT Code** | **1113392** |
| **Date of Approval** | **October 2024** |
| **Agency Website** | [**https://www.nsw.gov.au/premiers-department**](https://www.nsw.gov.au/premiers-department) **and** [**www.aboriginalaffairs.nsw.gov.au**](http://www.aboriginalaffairs.nsw.gov.au) |

## Agency overview

The Premier’s Department is connecting to deliver from the heart of government.

* Leads the NSW public service by fostering a culture of service and collaboration, promoting strong public sector performance, and promoting the voice of Aboriginal people and communities across the sector.
* Ensures a whole of government response to urgent issues and crises by coordinating cross-agency responses to support our communities when they need it most.
* Delivers government priorities and election commitments, including complex, multi-agency projects.

For more information go to <https://www.nsw.gov.au/premiers-department>

**About Aboriginal Affairs**

Aboriginal Affairs NSW works alongside Aboriginal people and communities to make sure their voices are heard, and their interests represented in government. By leading and influencing policy change in government, we support the long-term social, cultural, and economic aspirations of Aboriginal people in NSW. The Aboriginal Affairs NSW Group of the Premier’s Department leading the delivery of the whole of government Closing the Gap reforms and other intergovernmental partnerships, working with all NSW Government clusters and in partnership with Aboriginal stakeholders.

To learn more about our work visit [www.aboriginalaffairs.nsw.gov.au](http://www.aboriginalaffairs.nsw.gov.au)

Our Vision  
Every Aboriginal person and community is thriving and celebrated

Our Purpose  
We connect, listen, advocate, and enable Aboriginal Communities, to lead accountability and change across Government.

## Primary purpose of the role

As part of a team, the Planning and Reporting Officer contributes to a range of planning, reporting and stakeholder engagement activities /tasks to achieve AANSW’s strategic and business objectives. The role also supports Directorates across AANSW in the implementation of planning and reporting processes and provides administrative support to the Ministerial Executive Services team.

## Key accountabilities

* Monitor, implement and evaluate administrative practices, systems and procedures within the operational area/directorate/division to optimise efficiency and support the delivery of quality outcomes and continuous quality improvement changes.
* Undertake a range of concurrent activities and tasks to support the development and implementation of AA’s planning and reporting framework and stakeholder engagement strategies; participate in all stages of the planning and reporting cycle as required.
* Maintain corporate reporting systems to capture information regarding AA’s strategic and business objectives; contribute to the analysis of information and data, production of briefs, and preparation of standard and ad hoc reports.
* Contribute to the production of AA’s Annual Report to Parliament to meet statutory and corporate governance obligations; support the dissemination of related materials to a range of internal and external audiences.
* Provide a range of administrative support services to ensure quality planning, reporting and stakeholder engagement outputs, for example: maintaining documentation, coordinating high volume mail-outs, undertaking data entry, coordinating resources, compiling data, and preparing progress reports.
* Establish and maintain formal / informal stakeholder relationships and networks with a range of data custodians to ensure effective engagement throughout the planning and reporting cycle.
* Prepare Ministerial and/or Cabinet in Confidence responses, submissions, reports and briefings; maintain appropriate records in accordance with statutory and AA’s recordkeeping requirements.

## Key challenges

* Delivering a range of planning, reporting and administrative support services, given tight deadlines, limited resources and the need to manage competing priorities
* Maintaining and developing high quality relationships to ensure delivery of quality outcomes for the Team and AANSW
* Remaining flexible when deadlines and priorities change without notice.

## Key relationships

**Internal**

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| Who | Why |
| Manager | * Participate in discussions and decisions; escalate issues and propose solution; receive guidance and provide regular updates on key projects, issues and priorities. |
| Agency Heads, Senior Executives | * Manage the flow of information, seek clarification, escalate sensitive issues and propose solutions. |
| Directorate and Agency Staff | * Provide sound and reliable advice; manage expectations, resolve and provide solutions to issues; negotiate outcomes and timeframes. |
| Work team | * Maintain collaborative working relationships to deliver planning and reporting outputs * Support team members and work collaboratively to contribute to achieving outcomes * Receive supervision / guidance regarding specific activities and tasks |

**External**

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| Who | Why |
| Stakeholders | * Provide sound and reliable advice; manage expectations, resolve and provide solutions to issues; negotiate outcomes and timeframes. |

## Role dimensions

### Decision making

N/A

### Reporting line

Manager, Ministerial Executive Services

### Direct reports

Nil.

### Budget/Expenditure

Nil.  
The role holder must obtain prior approval from the appropriate delegate and budget holder before incurring expenses.  
For allocated priority projects, this role, has responsibility for ensuring value for money, preparing accurate estimates and costs and resources and monitoring project budgets over the life of the project, including highlighting any risks and possible solutions.

## Essential requirements

* Tertiary qualifications and/or relevant experience within a complex agency.
* Demonstrated ability to communicate sensitively and effectively with, and understand issues impacting on Aboriginal and Torres Strait Islander peoples.

## Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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

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| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
| personal-attributes | **Display Resilience and Courage**  Be open and honest, prepared to express your views, and willing to accept and commit to change | Be flexible and adaptable and respond quickly when situations change  Offer own opinion and raise challenging issues  Listen when ideas are challenged and respond appropriately  Work through challenges  Remain calm and focused in challenging situations | Intermediate |
| personal-attributes | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | 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 |
| 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 | Adept |
| relationships | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | 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 |
| relationships | **Work Collaboratively**  Collaborate with others and value their contribution | Build a supportive and cooperative team environment  Share information and learning across teams  Acknowledge outcomes that were achieved by effective collaboration  Engage other teams and units to share information and jointly solve issues and problems  Support others in challenging situations  Use collaboration tools, including digital technologies, to work with others | Intermediate |
| results | **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 |
| results | **Plan and Prioritise**  Plan to achieve priority outcomes and respond flexibly to changing circumstances | Understand the team and unit objectives and align operational activities accordingly  Initiate and develop team goals and plans, and use feedback to inform future planning  Respond proactively to changing circumstances and adjust plans and schedules when necessary  Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals  Accommodate and respond with initiative to changing priorities and operating environments | 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.

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| **Capability group/sets** | **Capability name** | **Description** | **Level** |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
| relationships | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| relationships | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
| results | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Intermediate |
| results | 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 | Foundational |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |
| business-enablers | Project Management | Understand and apply effective planning, coordination and control methods | Adept |