

Role Description

Strategy Advisor

Role Description Fields	Details
Cluster	Education
Department/Agency	NSW Department of Education
Division/Branch/Unit	Learning Improvement / Teaching Quality and Impact
Role number	Various
Classification/Grade/Band	Clerk Grade 7/8
Senior executive work level standards	Not Applicable
ANZSCO Code	224711
PCAT Code	1339192
Date of Approval	30 September 2022
Agency Website	https://education.nsw.gov.au/

Agency overview

The Department of Education is the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population.

For more information about the Department of Education, please visit [NSW Department of Education](https://education.nsw.gov.au/)

Primary purpose of the role

The Strategy Advisor supports the planning, design and development of strategies and information products to support the achievement of business unit and directorate objectives.

Key accountabilities

- Support strategy development processes, undertake research and analysis to articulate strategy messages for internal and external stakeholders.
- Support the preparation of accurate and relevant evidence-based impact reporting, briefings and presentations for the Executive team to inform decision/s and meet business requirements.
- Collaborate with relevant stakeholders to evaluate the implications of change to realise strategy outcomes.
- Provide support to develop and improve the strategic and operational planning frameworks, to inform decision making and facilitate review of the strategy process.
- Monitor and implement a stakeholder engagement strategy for a range of audiences to achieve program strategy/policy goals.
- Research and analyse information to understand a problem or explore an opportunity and provide recommendations based on relevant evidence.
- Build and maintain relationships with key stakeholders inside and outside the business unit to gain understanding of the policy system/s and to inform collaboration.

- Undertake key projects and insight creation initiatives, ensuring requirements are discussed, determined and understood and best practice techniques are utilised to ensure continuous improvement and achievement of business objectives.

Key challenges

- Consulting with diverse stakeholders and providing high quality, accurate, and professional timely customer service given potentially competing priorities.
- Coordinating and implementing effective and innovative evaluation solutions to complex issues while driving continuous improvement.

Key relationships

Internal

Who	Why
Manager	<ul style="list-style-type: none"> • Provide advice and contribute to decision making regarding projects and issues • Escalate issues and propose solutions • Receive guidance and provide regular updates on projects, issues and priorities • Identify emerging issues/risks and their implications and propose solutions
Unit	<ul style="list-style-type: none"> • Develop and maintain effective relationships and open channels of communication • Participate in meetings to obtain the team perspective and share information • Develop and maintain effective relationships and open channels of communication to facilitate outcomes • Exchange information and respond to enquiries • Work collaboratively to achieving to contribute to achieving team outcomes. • Contribute to and present bespoke analytical workshops, using knowledge communication and data analysis techniques
Directorate	<ul style="list-style-type: none"> • Develop and deliver appropriate materials and communications related to key project deliverables • Work collaboratively to contribute to achieving team outcomes • Develop and maintain effective relationships and open channels of communication to facilitate outcomes • Liaise and negotiate with stakeholders to create key messages that reflect program and leadership goals
Stakeholders	<ul style="list-style-type: none"> • Build understanding of services provided by the team • Provide regular updates on key projects, issues and priorities • Exchange information and respond to enquiries • Support effective working relationships to foster collaboration, consultation and engagement • Contribute to a customer- focused approach to service delivery

Role dimensions

Decision making

This role acts independently in performing its core work functions in accordance with relevant policies, procedures and guidelines and applied specialised knowledge, skills and professional judgement to achieve outcomes. It refers to the Manager to consult and agree on suitable courses of actions in relation to decisions that have resource or strategic implications, require change to outcomes or timeframes, are contentious and/or are likely to have an impact on stakeholders.

Reporting line

The role reports to Senior Policy Officer (CL9/10).

Direct reports

The role has up no direct reports.

Budget/Expenditure

The role has financial delegations in accordance with the Department's policy as prescribed for a CL7/8 level.

Key knowledge and experience

- Demonstrated experience in contributing to the development of strategies and information products within a complex fast paced environment
- Proven experience in visual communication skills to simplify complex messages for senior executives.
- Ability to gather and interpret available data/information and draw logical conclusions.

Essential requirements

- Knowledge of and commitment to the Department's Aboriginal Education policies.
- Hold a valid clearance to work with Children (Working with Children Check) for paid employment (or willing to acquire one).

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

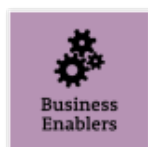
Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

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
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 Personal Attributes	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
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • 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	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> • Use facts, knowledge and experience to support recommendations • Work towards positive and mutually satisfactory outcomes • Identify and resolve issues in discussion with other staff and stakeholders • Identify others' concerns and expectations • Respond constructively to conflict and disagreements and be open to compromise • Keep discussions focused on the key issues 	Intermediate
 Results	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • Identify the facts and type of data needed to understand a problem or explore an opportunity • Research and analyse information to make recommendations based on relevant evidence • Identify issues that may hinder the completion of tasks and find appropriate solutions • Be willing to seek input from others and share own ideas to achieve best outcomes • Generate ideas and identify ways to improve systems and processes to meet user needs 	Intermediate



Project Management

Understand and apply effective planning, coordination and control methods










- Perform basic research and analysis to inform and support the achievement of project deliverables
- Contribute to developing project documentation and resource estimates
- Contribute to reviews of progress, outcomes and future improvements
- Identify and escalate possible variances from project plans

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
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational



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