

Role Description

Senior Advisor, Governance

Cluster	Premier and Cabinet
Agency	Department of Premier and Cabinet
Division/Branch/Unit	Cabinet and Governance Branch
Role number	Various
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	221214
PCAT Code	2119192
Date of Approval	July 2020
Agency Website	www.dpc.nsw.gov.au

Agency overview

The NSW Department of Premier and Cabinet (DPC) is the lead central agency in the NSW Government.

We support the Premier and the Special Minister of State, the Cabinet, Ministers and agencies by coordinating policies and services across government. We lead policy development, provide innovative ideas and support Government plans and projects.

Working with us will give you a broad overview in areas such as public policy formulation, public administration and state administrative matters and an opportunity to be involved in a range of state-wide policies, issues and projects.

For more information go to [http://www.dpc.nsw.gov.au/about/about the department](http://www.dpc.nsw.gov.au/about/about_the_department).

Primary purpose of the role

Drive corporate governance operations, policy and project work supporting the Associate Director, Governance, and lead the broader work team to ensure high-quality support and high-level advice is provided to DPC Executives. Manages projects in consultation with stakeholders across the department, cluster and government sector.

Key accountabilities

- Lead support arrangements to maintain corporate governance, risk management and internal audit activities for the department to provide high assurance to DPC Executives that adequate systems, policies and frameworks are in place and are effective and comply with best practice and relevant public sector policy.
- Lead the development, promotion and application of high-quality governance practices to aid sound decision making and risk management by improving business systems and driving a proactive culture.

- Develop and maintain effective working relationships and communications with internal and external stakeholders, including advising and consulting with key stakeholders to ensure systems are adhered to, policy positions are agreed, and effective reporting mechanisms are in place.
- Manage, implement and report on reviews, plans, achievements and performance of team goals and objectives.
- Provide timely and accurate high-level advice and assistance on governance systems to keep relevant groups informed and facilitate informed decisions.
- Deliver presentations and training on governance policies and systems across the department and sector to support best practice.

Key challenges

- Ensure effective governance systems and programs are in place and that advice around systems is consistent and accurate.
- Lead, influence and implement governance functions, where benefits of such activities may initially be difficult to quantify and demonstrate.
- Communicating with a broad range of stakeholders given the diverse nature of the sector and the communication channels and styles required.

Key relationships

Who	Why
Internal	
Associate Director/Director	<ul style="list-style-type: none"> • Provide advice and ongoing operational, project and policy support • Identify emerging issues/risks and their implications, and propose solutions and contribute to decision making • Receive guidance and provide updates on key issues and priorities • Report and provide updates on policy and project work
Work Team	<ul style="list-style-type: none"> • Guide and manage performance and development
Audit & Risk Committee and Chief Audit Executive	<ul style="list-style-type: none"> • Work collaboratively to ensure that policies address risks identified within the department and that policies are appropriately assessed within the internal audit regimen
Stakeholders	<ul style="list-style-type: none"> • Work in collaboration with other support and administrative staff to ensure understanding and direction of governance projects and initiatives at Team/Branch level
External	
Office of the Premier and ministerial Offices and NSW public sector agencies	<ul style="list-style-type: none"> • Work collaboratively and develop and maintain effective working relationships Provide expert advice on governance and appointments policies, systems and issues
Cabinet and appointment liaison staff in other agencies	<ul style="list-style-type: none"> • Provide ongoing policy coordination and support, including advising, educating and training on appointment processes and compliance
Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> • Manage contracts and monitor the provision of internal audit services to ensure compliance with contract and service agreements

Role dimensions

Decision making

Decisions which are made by this role include:

- Operational decisions regarding the planning and organisation of their work and/or the work of the team to achieve business objectives and performance criteria, within approved work and project plans.
- Analytical advice for internal and external stakeholders on corporate governance learning strategies and activities.
- Accountable for content of the reports, analysis, briefings and other forms of written advice prepared for the Director, Executive Director, Deputy Secretary, often on complex issues.

Decisions referred to a supervisor may include:

- Any decision that will substantially alter the outcome or timeframes of a project and major policy issues or conflicts arising in the course of project and other duties.
- Any decision with the potential to escalate or create precedent; matters requiring a higher administrative or financial delegation or submission to a higher level of management.

Reporting line

The role reports to the Associate Director.

Direct reports

The role of Advisor, Governance reports to this role on day to day operational activities.

Key knowledge and experience

- Sound knowledge and understanding of the machinery of government, government functions and Audit & Risk frameworks.

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.


FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • 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
	Value Diversity and Inclusion Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	<ul style="list-style-type: none"> • Be responsive to diverse cultures, backgrounds, experiences, perspectives, values and beliefs • Seek participation from others who may have different backgrounds, perspectives and needs • Be open to different perspectives and experiences in generating ideas and solving problems • Adapt well in diverse environments • Respond constructively to feedback regarding observations of bias in language or behaviour Be responsive to diverse cultures, backgrounds, experiences, perspectives, values and beliefs 	Intermediate
 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

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> • Encourage a culture that recognises the value of collaboration • Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services 	Adept
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> • 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 	Advanced
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Seek and apply the expertise of key individuals to achieve organisational outcomes • Drive a culture of achievement and acknowledge input from others • Determine how outcomes will be measured and guide others on evaluation methods • Investigate and create opportunities to enhance the achievement of organisational objectives • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control business unit output to ensure government outcomes are achieved within budgets • Progress organisational priorities and ensure that resources are acquired and used effectively 	Adept





FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Business Enablers	Technology		Adept
	Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> • Identify opportunities to use a broad range of technologies to collaborate • Monitor compliance with cyber security and the use of technology policies • Identify ways to maximise the value of available technology to achieve business strategies and outcomes • Monitor compliance with the organisation's records, information and knowledge management requirements 	

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.

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
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
 Results	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
	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	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Adept