

Role Description

Senior Coordination Officer



Regional
NSW

| | |
|---------------------------|---|
| Cluster | Regional NSW |
| Department/Agency | Department of Regional NSW |
| Division/Branch/Unit | Regions, Industry, Agriculture & Resources/ Regions NSW |
| Location | Various |
| Classification/Grade/Band | Clerk Grade 9/10 |
| Role Family | Bespoke/ Policy/Deliver |
| ANZSCO Code | 224912 |
| PCAT Code | 3119192 |
| Date of Approval | May 2019 (updated July 2019 and June 2020) |
| Agency Website | https://www.nsw.gov.au/regionalnsw |

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.

Primary purpose of the role

The Senior Coordination Officer undertakes complex policy, project and coordination work to support the delivery of the Government's priorities across NSW.

Key accountabilities

- Develop, manage and implement cross-agency and inter-governmental projects and initiatives that drive the delivery of the Government's priorities and achieve positive outcomes for communities. Consult with relevant stakeholders to ensure the feasibility of proposed projects and initiatives.
- Prepare high quality briefings, correspondence and advice for the Department's Executive, Premier and Deputy Premier, the Cabinet and Minister to inform the Government's response to key issues impacting NSW. Ensure all relevant matters are addressed, the information is factual, accurate and succinct, and the NSW policy position is clearly represented.
- Develop and maintain effective working relationships with government agencies and key internal and external stakeholders to ensure the Government's priorities are understood and met at the regional level, particularly on multi-agency issues with whole-of-State significance.
- Provide effective departmental support to the Premier, Deputy Premier and the Cabinet, including the preparation of briefs, Cabinet reports and presentations and correspondence on regional, whole-of government matters.
- Maintain a sound understanding of regional issues and priorities to facilitate communication, discussion and brokerage of solutions with key agencies and stakeholders.

- Clearly represent the Department's position in negotiations with government departments, councils, non-government organisations, industry and the community on multi-agency and intergovernmental matters.

Key challenges

- Managing internal and external consultations and negotiations on projects and initiatives with a wide range of stakeholders with varying philosophies, capabilities and interests.
- Recognising the line between political and appropriate Departmental work, with strict adherence to the DPC Code of Conduct, the Department's Support for Premier, Deputy Premier and Cabinet Protocol and other relevant documents.

Key relationships

| Who | Why |
|--|---|
| Internal | |
| Deputy Director/Director and Executive Director | <ul style="list-style-type: none"> • Provide analysis, recommendations and advice to support the resolution of issues impacting on communities and achieve positive benefits for the region. • Escalate issues, keep informed, advise, receive instructions and seek guidance on strategic issues and priorities. |
| Work team | <ul style="list-style-type: none"> • Maintain effective working relationships to ensure collaboration and communication to facilitate a consolidated view. |
| External | |
| Government, public sector, nongovernment, industry and community sectors | <ul style="list-style-type: none"> • Develop and maintain effective working relationships to facilitate the engagement and input of external stakeholders to support the development and delivery of state and regional priorities and/or service delivery reforms. |

Role dimensions

Decision making

- The Senior Coordination Officer receives advice and support from the Deputy Director, while independently managing the day to day workload within agreed work and project plans, and takes active ownership for the delivery of their work.
- Decisions or recommendations which are referred to the Deputy Director include any requiring or resulting in significant changes to project outcomes or timeframes; those with the potential to escalate or create precedent; matters requiring a higher administrative or financial delegation or submission to a higher level of management.
- Responsibility for managing information gathering, meeting project milestones and deadlines, and facilitating collaborative working arrangements.

Reporting line

The Senior Coordination Officer reports to the Deputy Director.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Strong knowledge of the workings of Government, including Ministerial roles, agency functions and central agency responsibilities and capacity to achieve results in these contexts.
- Sound understanding of the environmental, social and economic regional issues facing governments, agencies and communities.





- A current driver's licence.

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 | Adept |
| | Value Diversity | Intermediate |
|  Relationships | Communicate Effectively | Adept |
| | Commit to Customer Service | Adept |
| | Work Collaboratively | Adept |
| | Influence and Negotiate | Advanced |
|  Results | Deliver Results | Intermediate |
| | Plan and Prioritise | Adept |
| | Think and Solve Problems | Advanced |
| | Demonstrate Accountability | Adept |
|  Business Enablers | Finance | Intermediate |
| | Technology | Intermediate |
| | Procurement and Contract Management | Intermediate |
| | Project Management | Adept |

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 |
| Personal 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 |
| Relationships Communicate Effectively | Adept | <ul style="list-style-type: none"> • Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding • Write fluently in a range of styles and formats |
| Relationships Work Collaboratively | Adept | <ul style="list-style-type: none"> • Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work |
| Relationships Influence and Negotiate | Advanced | <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 • 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 • Pre-empt and minimise conflict within the organisation and with external stakeholders |
| Results Think and Solve Problems | Advanced | <ul style="list-style-type: none"> • Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements |

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|--|-------|---|
| Business Enablers Project Management | Adept | <ul style="list-style-type: none">• Implement systems and processes that underpin high quality research and analysis• 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 |