

Role Description

Principal Policy Officer



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional New South Wales
Group/Division/Branch	DPI/Agriculture Strategic Policy and Initiatives
Location	Regional
Classification/Grade/Band	Clerk Grade 11/12
Role Family	Standard / Policy / Lead
ANZSCO Code	132411
PCAT Code	2119192
Date of Approval	May 2022
Agency Website	www.nsw.gov.au/regional-nsw

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

Lead a team in the development and implementation of evidence-based strategic primary industry policy and legislative frameworks. The role liaises extensively with other divisions within the Department and state government agencies.

Key accountabilities

- Lead the delivery of policy services including problem identification, evidence collation, policy development, economic and options analysis, consultation, identification of success measures and evaluation strategies, and strategic planning to develop cost-effective, targeted, evidence-based industry, innovation and regional economic development policy
- Provide expert policy advice to the Deputy Director General/Deputy Secretary, Ministers and Divisional executive on industry development and primary industry based policy and legislative frameworks
- Assist the stewarding of policy and related documents through cabinet and parliamentary processes, supporting the Minister in progressing legislation through parliament, negotiating with senior government and Ministerial representatives to successfully manage the end to end process
- Provide quality, evidence-based analysis that drives the development of innovative, cost-effective, best in class industry and regional economic development policy, supporting quality options and improved solutions
- Maintain awareness of emerging economic and industry related policy issues, nationally and internationally, approaches of other jurisdictions, and advances in academic and economic thinking

- Maintain systems to ensure robust comprehensive reports and documents, that withstand expert external scrutiny for all recommended policies and proposed intervention measures
- Foster strong links with key central agencies, stakeholders, academic institutions and other jurisdictions to ensure the Division is developing best practice and relevant policy solutions, leveraging a whole of government approach and reducing red tape, costs and other industry impediments
- Lead the research, preparation and collation of Cabinet Minutes, submissions, Ministerial briefing papers, correspondence and documents to ensure information is current, accurate and objective

Key challenges

- Effectively using current knowledge of the extensive range of information, legislation and policy settings affecting primary industries in NSW and making recommendations on a range of complex and/or politically sensitive alternatives.
- Undertaking relationship management at a senior level with government agencies and negotiating whole-of-Government positions in association with other Government agencies and stakeholders.
- Establishing rigorous project management and policy development, managing multiple policy issues, implementing and reviewing systems and methodologies.

Key relationships

Who	Why
Internal	
Director	<ul style="list-style-type: none"> • Advising on robust policy processes to drive strategic and system reforms • Providing objective, evidence-based advice and analysis on policy issues and the coordination of responses • Act as subject matter expert on policy frameworks and reform, providing strategic policy advice and recommendations to support organisational decisions and initiatives • Providing advice on issues management and responses
Director, Cabinet & Legislation Services or Director, Policy & Reform; Other Cluster Policy Directors	<ul style="list-style-type: none"> • Manage projects and prepare reports, briefs and recommendations that inform development of high level policy advice. • Provide advice and guidance pertaining to the analysis and management of strategies, policies and legislative frameworks for primary industries and natural resource management, advising on emergent or contentious issues and presenting solutions • Collaborating closely on strategy development, business planning, submission of briefs and advice, and management of significant projects and/or issues
External	
Treasury, Department of Premier and Cabinet and other State and federal government agencies; local government	<ul style="list-style-type: none"> • Build relationships and facilitate the identification of industry, innovation and regional opportunities and risks, to develop concepts and negotiate research and program priorities • Test proposed policy positions, deliver advice and advocate policy settings and strategies to support primary industries

Who	Why
Business leaders, academics, industry analysts	<ul style="list-style-type: none"> Identifying new and emerging initiatives, issues and markets, identifying key sectors of the NSW economy to develop supporting policies and concepts

Role dimensions

Decision making

- Determines policy advice, priorities and direction on a wide range of emerging issues impacting primary industry development and industry growth.
- Contributes to key decisions with regard to policy process and the provision of advice.
- Ensures all documents, reports, ministerial correspondence, policy proposals and submissions are completed within required timeframes and to a high standard.

Reporting line

Director

Direct reports

Nil

Budget/Expenditure

Nil

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	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> • Remain composed and calm and act constructively in highly pressured and unpredictable environments • Give frank, honest advice in response to strong contrary views • Accept criticism of own ideas and respond in a thoughtful and considered way • Welcome new challenges and persist in raising and working through novel and difficult issues • Develop effective strategies and show decisiveness in dealing with emotionally charged situations and difficult or controversial issues 	Advanced
	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
	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


FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Present with credibility, engage diverse audiences and test levels of understanding • Translate technical and complex information clearly and concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Contribute to and promote information sharing across the organisation • Manage complex communications that involve understanding and responding to multiple and divergent viewpoints • Explore creative ways to engage diverse audiences and communicate information • Adjust style and approach to optimise outcomes • Write fluently and persuasively in plain English and in a range of styles and formats 	Advanced
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community 	Adept

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	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	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<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 in collaboration with others • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements • Implement systems and processes that are underpinned by high-quality research and analysis • Look for opportunities to design innovative solutions to meet user needs and service demands • Evaluate the performance and effectiveness of services, policies and programs against clear criteria 	Advanced

FOCUS CAPABILITIES




Capability group/sets	Capability name	Behavioural indicators	Level
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> Assess work outcomes and identify and share learnings to inform future actions Ensure that own actions and those of others are focused on achieving organisational outcomes Exercise delegations responsibly Understand and apply high standards of financial probity with public monies and other resources Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety Conduct and report on quality control audits Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks 	Adept
 Business Enablers	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> Understand all components of the project management process, including the need to consider change management to realise business benefits Prepare clear project proposals and accurate estimates of required costs and resources Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements Identify and evaluate risks associated with the project and develop mitigation strategies Identify and consult stakeholders to inform the project strategy Communicate the project's objectives and its expected benefits Monitor the completion of project milestones against goals and take necessary action Evaluate progress and identify improvements to inform future projects 	Adept

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	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
 Relationships	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
 Results	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	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	Intermediate