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|  **Cluster** | Regional NSW |
| **Agency** | Department of Regional New South Wales |
| **Group/Division/Branch** | Regional Precincts Group, Office of Regional Economic Development |
| **Location** | Regional NSW |
| **Classification/Grade/Band** | Clerk Grade 7 / 8 |
| **Role Family** | Standard / Project and Programs / Delivery |
| **ANZSCO Code** | 599599 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | March 2022 |
| **Agency Website** | [www.regional.nsw.gov.au](http://www.regional.nsw.gov.au) |

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 Investment Attraction Analyst is responsible for providing high quality data, advice and insights across priority sectors in Regional NSW to increase competitiveness and assist in the attraction of new investment, whilst supporting investors through a range of facilitation services.

# Key accountabilities

* Support the development and execution of investment attraction initiatives and provide fundamental data and insights to encourage inward investment.
* Prepare high quality presentations on industry sectors and trends, and advise on commercial opportunities in existing areas of state competitive advantage, or emerging areas of opportunity.
* Contribute to advice to sector leads, Director and Executive Director on linkages between market trends, regional endowments, priority precincts and inward investment.
* Prepare and maintain project documentation for reporting, monitoring and evaluation purposes to ensure accessibility of quality information and contribute to the achievement of project outcomes, and support effective decision making
* Communicate with key stakeholders and coordinate working groups, committees and consultations to facilitate exchange of information to support policy and legislative requirements for the delivery of divisional activities
* Provide customer service and support investors in making strategic investment decisions through provision of facilitation services.

Key challenges

* Delivering a range of project management and support services, given tight deadlines, limited resources and the need to manage competing priorities
* Interpreting regionalised data to inform Regional NSW investment opportunities

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Team Manager | * 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
* Assist in providing expert briefings on new and emerging issues, and to report on Project performance
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| Team members | * Support team members and work collaboratively to contribute to achieving team outcomes
* Ensure an integrated organisational approach to the development of policies and procedures to reflect best practice and current Departmental policy, Government priorities and State Plan targets
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| Director  | * Receive overall direction on the strategy and agency priorities
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| Other staff | * Develop and maintain effective relationships and open channels of communication
* Exchange information and respond to enquiries
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| **External** |  |
| State and Commonwealth agencies and stakeholders | * Develop and maintain effective working relationships and open channels of communication
* Deliver presentations and participate in meetings
* Exchange information and respond to enquiries
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# Role dimensions

## Decision making

This role:

* Has autonomy to manage tasks and projects and co-ordinates the program/project either individually or participates within teams and manages individual priorities and performance
* Exercises discretion in the approach and content of information, advice and recommendations provided and consults with the Manager regarding issues or sensitivities

## Reporting line

Manager

## Direct reports

Nil

## Budget/Expenditure

Nil

# Key knowledge and experience

* Knowledge of economic analysis and measurement methodologies, including contemporary models to undertake impact assessments of activities and projects.
* Ability to identify key data points and prepare infographic documents to drive strategic investment discussions, including managing and updating data sets.
* Understanding of commercial drivers and realities, and insight into how Government can support economic transformation.

# Essential requirements

* Tertiary qualifications in economics, trade, statistics, commerce, business management or public policy (with a strong data analysis component) or equivalent..
* Experienced in contemporary data visualisation and presentation techniques including data dashboards and online presentation tools.
* Evidence of the COVID-19 vaccination must be provided upon commencement of employment. This is a condition of engagement should you be successfully appointed to a position within the Department of Regional NSW (which includes Local Land Services and the Soil Conservation Service).
* Current NSW Driver Licence

# 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 |
| --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
|  | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | Represent the organisation in an honest, ethical and professional waySupport a culture of integrity and professionalismUnderstand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conductRecognise and report misconduct and illegal and inappropriate behaviourReport and manage apparent conflicts of interest and encourage others to do so | Intermediate |
| **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 practicesLook for and take advantage of opportunities to learn new skills and develop strengthsShow commitment to achieving challenging goalsExamine and reflect on own performanceSeek and respond positively to constructive feedback and guidanceDemonstrate and maintain a high level of personal motivation | Adept |
|  | **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | Focus on providing a positive customer experienceSupport a customer-focused culture in the organisationDemonstrate a thorough knowledge of the services provided and relay this knowledge to customersIdentify and respond quickly to customer needsConsider customer service requirements and develop solutions to meet needsResolve complex customer issues and needsCooperate across work areas to improve outcomes for customers | Intermediate |
| **Work Collaboratively**Collaborate with others and value their contribution | Build a supportive and cooperative team environmentShare information and learning across teamsAcknowledge outcomes that were achieved by effective collaborationEngage other teams and units to share information and jointly solve issues and problemsSupport others in challenging situationsUse collaboration tools, including digital technologies, to work with others | Intermediate |
|  | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | Seek and apply specialist advice when requiredComplete work tasks within set budgets, timeframes and standardsTake the initiative to progress and deliver own work and that of the team or unitContribute to allocating responsibilities and resources to ensure the team or unit achieves goalsIdentify any barriers to achieving results and resolve these where possibleProactively change or adjust plans when needed | Intermediate |
| **Demonstrate Accountability**Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Be proactive in taking responsibility and being accountable for own actionsUnderstand delegations and act within authority levelsIdentify and follow safe work practices, and be vigilant about own and others’ application of these practicesBe aware of risks and act on or escalate risks, as appropriateUse financial and other resources responsibly | Intermediate |
|  | **Project Management**Understand and apply effective planning, coordination and control methods | Understand all components of the project management process, including the need to consider change management to realise business benefitsPrepare clear project proposals and accurate estimates of required costs and resourcesEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsIdentify and evaluate risks associated with the project and develop mitigation strategiesIdentify and consult stakeholders to inform the project strategyCommunicate the project’s objectives and its expected benefitsMonitor the completion of project milestones against goals and take necessary actionEvaluate 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**  |
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
|  | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Adept |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | 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 |
|  | 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 |