

Role Description

Portfolio Officer

Cluster	Education
Agency	Department of Education
Division/Branch/Unit	SIER / Transformation / Portfolio Governance, Delivery Assurance & Reporting
Role number	219400, 230584
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	531111
PCAT Code	1332492
Date of Approval	Sept 2021
Agency Website	education.nsw.gov.au

Agency overview

The NSW Department of Education serves the community by providing world-class education for students of all ages.

We ensure young children get the best start in life by supporting and regulating the early childhood education sector. We are the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population. We are committed to fostering vibrant, sustainable and high-performing vocational and higher education sectors.

We are responsible for enacting NSW Government policy, driving improvement in education, and overseeing policy, funding and compliance issues relating to non-government schools. We respect and value Aboriginal and Torres Strait Islander people as First Peoples of Australia.

The Transformation Directorate purpose is "to partner with the education community to drive insight, rigour and innovation in the way the Department delivers lifelong learning outcomes".

Primary purpose of the role

The role performs portfolio management and support activities to contribute to the effective establishment of major reform and change projects, including supporting project establishment and identifying Transformation resources to enable delivery.

Key accountabilities

- Undertake a range of portfolio management and support services, including preparing reports and briefs, coordinating resources, maintaining documentation, and contributing to the implementation and monitoring of portfolio plans, to ensure project outcomes are achieved on time, on budget, to quality standards, within agreed scope, and in line with established agency project management methodology.
- Prepare, collate and maintain portfolio documentation for reporting, monitoring and evaluation purposes to ensure accessibility of quality information that contributes to the achievement of project outcomes.

- Coordinate and support the facilitation of working groups, committees and consultations to enable exchange of information and support project completion in line with project plans.
- Source, collate and compile data and information to track and report on project progress, against established milestones and deliverables, and to contribute to the identification of emerging issues.
- Monitor, analyse and report on project related trends and performance to provide project and/or portfolio insights and to facilitate informed project decision making.
- Maximise use of available portfolio management tools to ensure quality execution and reporting of project progress.

Key challenges

- Delivering a range of portfolio management and support services, given tight deadlines, limited resources and the need to manage competing priorities.
- Liaising with multiple stakeholders with different priorities regarding different projects at different stages of completion.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Receive advice and report on progress towards business objectives and discuss future directions. • Provide expert advice and contribute to decision making. • Identify emerging issues/risks and their implications and propose practical solutions.
Project stakeholders	<ul style="list-style-type: none"> • Provide expert advice on project related issues. • Report and provide updates on project progress. • Consult and collaborate to resolve project related issues, define mutual interests and determine strategies to achieve their realisation.
External	
Stakeholders.	<ul style="list-style-type: none"> • Provide expert advice on a range of project related issues and strategies • Optimise engagement to achieve defined outcomes

Role dimensions

Decision making

This role works with limited supervision and guidance to achieve overall work commitments developed in agreement with the supervisor or manager. The role acts independently to determine day-to-day work priorities, negotiate matters related to area of responsibility and makes decisions in relation to the quality of work outcomes.

Reporting line

This role reports to the Portfolio & Resources Manager.

Direct reports

Nil.

Budget/Expenditure

This role has financial delegation in line with Department policy.

Key knowledge and experience

- Demonstrated understanding of best practice project management methodologies and tools.
- Tertiary qualifications in project management or equivalent experience.
- Knowledge of and commitment to implementing the Department's [Aboriginal Education Policy](#) and upholding the [Department's Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

Essential requirements

- Hold a valid clearance to work with Children (Working with Children Check).

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.

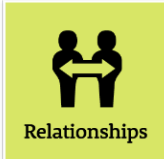
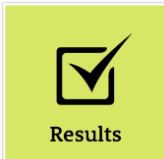
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

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• Support a culture of integrity and professionalism• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct• Recognise and report misconduct and illegal and inappropriate behaviour	Intermediate

		<ul style="list-style-type: none"> Report and manage apparent conflicts of interest and encourage others to do so 	
	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
	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
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes Make sure staff understand expected goals and acknowledge staff success in achieving these Identify resource needs and ensure goals are achieved within set budgets and deadlines Use business data to evaluate outcomes and inform continuous improvement Identify priorities that need to change and ensure the allocation of resources meets new business needs Ensure that the financial implications of changed priorities are explicit and budgeted for 	Adept
	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 	Intermediate



Project Management

Understand and apply effective planning, coordination and control methods

- Generate ideas and identify ways to improve systems and processes to meet user needs
- 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	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
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	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	Foundational

	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	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