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| **Cluster** | Premier and Cabinet |
| **Agency** | Aboriginal Affairs NSW |
| **Division/Branch/Unit** | Partnerships  |
| **Role number** | Various |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **ANZSCO Code** | 224412 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | May 2021 |
| **Agency Website** | www.aboriginalaffairs.nsw.gov.au |

Agency overview

Aboriginal Affairs NSW works alongside Aboriginal people and communities to make sure their voices are heard and their interests represented in government. By leading and influencing policy change in government, we support the long-term social, cultural and economic aspirations of Aboriginal people in NSW. Our agency works closely with Aboriginal communities and our staffing reflects the diversity of these communities. Over 50 percent of our staff, including senior leadership, identify as Aboriginal. We are also committed to providing a culturally safe and supportive workplace with flexible working arrangements for all staff.

To learn more about our work visit [www.aboriginalaffairs.nsw.gov.au](http://www.aboriginalaffairs.nsw.gov.au)

Primary purpose of the role

As part of a Regional team, the Senior Regional Project Officer works across government agencies to facilitate partnerships to address AA priorities and broker solutions to matters requiring cross-agency collaboration with, and for Aboriginal communities within the region. The role assumes a leadership role for Aboriginal community self-governance and economic development, improves information flows, and works collaboratively to build capacity among Aboriginal governance bodies and achieve better outcomes.

Key accountabilities

* Manage, coordinate and/or participate in a range of local projects concerned with partnerships, governance and capacity / local decision-making to deliver agreed regional priorities; monitor the on-the-ground performance of external consultants, vendors and suppliers to ensure consistency with agreed quality standards, budget and timeframes.
* Facilitate a coordinated and cooperative approach across Aboriginal communities, government, non-government organisations (NGOs) and the private sectors to deliver agreed projects; broker solutions to leverage emerging opportunities or resolve significant issues consistent with community priorities and aspirations.
* Support Aboriginal community leadership development by encouraging local decision-making, modelling good practice project management, building capacity to create local opportunities and resolve issues, and connecting Aboriginal governance bodies with relevant government agencies.
* Coordinate and/or facilitate service mapping to identify duplication, gaps and waste in service delivery, to enable Aboriginal communities to make informed decisions about local priorities.
* Broker partnerships across sectors to build networks and partnerships that support Aboriginal community participation in local economies to enhance their employment and economic development outcomes.
* Provide specialist advice to improve the capacity of Aboriginal community governance bodies; contribute to steering committees and at public meetings as required; support cultural expression by Aboriginal communities, to enhance their strength, identity and wellbeing.
* Provide support and guidance to regional staff via coaching, mentoring and where required, direct supervision; ensure roles and responsibilities are clearly understood, and provide advice and ongoing feedback to support development.
* Prepare a range of project and operational documentation, including business cases, project plans, reports, briefs, submissions, presentations, and correspondence as required; maintain appropriate records in accordance with statutory and AA’s record keeping requirements.

Key challenges

* Delivering work assignments to agreed standards and within budget, given the need to simultaneously coordinate and deliver multiple activities that are often complex and interconnected
* Facilitating a coordinated approach to resolving complex matters in a sensitive environment, often in the absence of authority, with more senior stakeholders and/or with opposing stakeholder views
* Building and maintaining strong networks given political sensitivities, varying philosophies, capabilities and interests

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Regional Manager | * Receive guidance and provide regular updates on key projects, issues and priorities
* Provide advice and contribute to decision making
* Identify emerging issues/risks and their implications and propose solutions
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| Project Teams | * Collaborate to implement projects, define mutual interests and resolve emerging issues
* Share information and project management matter expertise
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| Work team | * Maintain collaborative working relationships to deliver priorities and resolve issues
* Share information and subject matter expertise
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| Direct Reports | * Provide administrative and or direct supervision as required
* Provide coaching, guidance and feedback to develop capabilities
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| **External** |  |
| Government agencies, NGOs and/or private sector organisations | * Facilitate a coordinated and cooperative approach to deliver agreed projects; broker solutions to leverage emerging opportunities or resolve significant issues
* Convene, lead and/or attend working parties and committees; represent AA’s position on Aboriginal affairs
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| Aboriginal leaders, organisations and/or communities | * Facilitate a coordinated and cooperative approach to deliver agreed projects; broker solutions to leverage emerging opportunities or resolve significant issues
* Support leadership development and build capacity with local governance bodies
* Convene, lead and/or attend working parties and committees to provide guidance and support (as required)
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| Vendors and suppliers | * Oversee the delivery of good / services to ensure compliance agreed performance levels
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# Role dimensions

## Decision making

Works within a broad framework of legislative requirements, strategic plans, priorities and goals. Undertakes planning and priority-setting in consultation with the role supervisor and then undertakes concurrent work assignments within this remit. Contributes to regional planning and decision-making, generates ideas, and recommends innovative solutions to issues arising; relates policy and precedent to emerging project issues. Escalates significant/contentious operational and/or project issues that present a risk to AA, will create a precedent or may impact budget or service delivery. Provides accurate and timely advice and recommendations that are generally reviewed by the role supervisor prior to implementation. Shares accountability for the delivery of work assignments on time, within budget, and to expectations in terms of quality, deliverables and outcomes. May represent the AA at meetings and/or forums attended by stakeholders within the region.

## Reporting line

The Senior Regional Project Officer reports to the Regional Manager.

## Direct reports

The Senior Regional Project Officer supervises two Project Officers

## Budget/Expenditure

This role has a financial delegation to incur expenditure to a limit of $10,000. The role holder must obtain prior approval from the appropriate delegate and budget holder before incurring expenses.

For allocated priority projects, this role, has responsibility for ensuring value for money, preparing accurate estimates and costs and resources and monitoring project budgets over the life of the project, including highlighting any risks and possible solutions.

Essential requirements

Current Driver’s License and willingness to undertake regional travel.

Demonstrated ability to communicate sensitively and effectively with, and understand issues impacting on Aboriginal and Torres Strait Islander peoples.

# 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**  |
|  | **Display Resilience and Courage**Be open and honest, prepared to express your views, and willing to accept and commit to change | Remain composed and calm and act constructively in highly pressured and unpredictable environmentsGive frank, honest advice in response to strong contrary viewsAccept criticism of own ideas and respond in a thoughtful and considered wayWelcome new challenges and persist in raising and working through novel and difficult issuesDevelop effective strategies and show decisiveness in dealing with emotionally charged situations and difficult or controversial issues | Advanced |
| **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 |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiencesClearly explain complex concepts and arguments to individuals and groupsCreate opportunities for others to be heard, listen attentively and encourage them to express their viewsShare information across teams and units to enable informed decision makingWrite fluently in plain English and in a range of styles and formatsUse contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| **Influence and Negotiate**Gain consensus and commitment from others, and resolve issues and conflicts | Influence others with a fair and considered approach and present persuasive counter-argumentsWork towards mutually beneficial ‘win-win’ outcomesShow sensitivity and understanding in resolving acute and complex conflicts and differencesIdentify key stakeholders and gain their support in advanceEstablish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromiseAnticipate and minimise conflict within the organisation and with external stakeholders | Advanced |
|  | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomesMake sure staff understand expected goals and acknowledge staff success in achieving theseIdentify resource needs and ensure goals are achieved within set budgets and deadlinesUse business data to evaluate outcomes and inform continuous improvementIdentify priorities that need to change and ensure the allocation of resources meets new business needsEnsure 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 | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidenceAnticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experienceApply creative-thinking techniques to generate new ideas and options to address issues and improve the user experienceSeek contributions and ideas from people with diverse backgrounds and experienceParticipate in and contribute to team or unit initiatives to resolve common issues or barriers to effectivenessIdentify and share business process improvements to enhance effectiveness | Adept |
|  | **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 |
|  | **Manage and Develop People**Engage and motivate staff, and develop capability and potential in others | Collaborate to set clear performance standards and deadlines in line with established performance development frameworksLook for ways to develop team capability and recognise and develop individual potentialBe constructive and build on strengths by giving timely and actionable feedbackIdentify and act on opportunities to provide coaching and mentoringRecognise performance issues that need to be addressed and work towards resolving issuesEffectively support and manage team members who are working flexibly and in various locationsCreate a safe environment where team members’ diverse backgrounds and cultures are considered and respectedConsider feedback on own management style and reflect on potential areas to improve | Intermediate |

# 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 |
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| **Capability group/sets** | **Capability name** |  | **Description** | **Level**  |
|  | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Adept |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Adept |
|  | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| Work Collaboratively | Collaborate with others and value their contribution | Adept |
|  | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
|  | 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 |
|  | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
| Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Intermediate |
| Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Intermediate |