

# Role Description

## Project Officer, Strategic Projects

Cluster	Stronger Communities
Agency	Legal Aid NSW
Division/Branch/Unit	Executive Unit
Location	Newcastle and Central Sydney (as required)
Classification/Grade/Band	Clerk grade 7/8
ANZSCO Code	511112
PCAT Code	1131592
Date of Approval	March 2021
Agency Website	<a href="http://www.legalaid.nsw.gov.au">www.legalaid.nsw.gov.au</a>

### Agency overview

Legal Aid NSW is the largest legal aid agency in Australia, comprising a Central Sydney office and 25 regional offices in metropolitan and regional centres across NSW and a number of specialist services and advice clinics. It was established under the Legal Aid Commission Act 1979 as an independent authority to assist economically and socially disadvantaged people to understand and protect their rights in the legal system. People with disabilities, from people from culturally and linguistically diverse backgrounds, women and children, Indigenous people and people with mental illness are some of the groups who may experience difficulties when enforcing and defending their rights.

Working in partnership with private lawyers, Legal Aid NSW provides legal advice, information and minor assistance and legal representation to eligible people in many areas of law. Legal Aid NSW also provides alternative dispute resolution services, community legal education programs, and publications on legal issues.

### Primary purpose of the role

The Project Officer will conduct research and analysis to inform the design of an Aboriginal Women's Bail program. The Project Officer will work collaboratively with key partners to collate data and key insights into and into factors that influence bail decisions for clients in contact with the criminal justice system. The Project Officer will provide strategic advice to the Deputy Chief Executive Officer on a proposed service model.

### Key accountabilities

- Assist with planning, coordinating and monitoring key strategic projects
- Conduct research including data analysis on Legal Aid NSW services and client demographics
- Liaise with relevant Legal Aid NSW staff, community organisations and government departments as required
- Prepare and maintain project documentation including briefings and written reports to support informed decision-making and planning

- Develop policies and protocols for projects and partnerships in relation to describing client pathways and other projects as needed
- Engage effectively with partners and stakeholders to achieve project outcomes

## Key challenges

- Exercising initiative, discretion and sensitivity and maintaining confidentiality on a wide variety of issues with a wide variety of stakeholders
- Maintaining a 'whole of Legal Aid' perspective on projects and analysing data to identify themes and patterns
- Encouraging collaboration amongst diverse partners and delivering on required tasks, often within tight timeframes

## Key relationships

Who	Why
<b>Internal</b>	
Deputy Chief Executive Officer	<ul style="list-style-type: none"> <li>• Plan work and projects and seek advice and instruction</li> </ul>
Executive Project Officer	<ul style="list-style-type: none"> <li>• Work collaboratively</li> </ul>
Executive Unit	<ul style="list-style-type: none"> <li>• Work collaboratively</li> </ul>
<b>External</b>	
Legal Assistance partners	<ul style="list-style-type: none"> <li>• Consultation and collaboration</li> </ul>
Other government agencies	<ul style="list-style-type: none"> <li>• Consultation and collaboration</li> </ul>

## Role dimensions

### Decision making

The role has a level of autonomy and provides strategic advice to the Deputy CEO. The role seeks guidance from and escalates issues to the Executive Project Officer.

### Reporting line

Executive Project Officer

### Direct Reports

Nil

### Budget/expenditure

Nil

## Essential requirements

Ability to work in Newcastle for the contract period as required.





A working knowledge of the criminal justice system is highly desirable.

## 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](http://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	Intermediate
	Act with Integrity	Intermediate
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Foundational
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Foundational
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>

### 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
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>Show commitment to achieving challenging goals</li> <li>Examine and reflect on own performance</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate a high level of personal motivation</li> <li>• Tailor communication to the audience</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Create opportunities for others to be heard</li> <li>• Actively listen to others and clarify own understanding</li> <li>• Write fluently in a range of styles and formats</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>• Take responsibility for delivering on intended outcomes</li> <li>• Make sure team/unit staff understand expected goals and acknowledge success</li> <li>• Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>• Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>• Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>• Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option</li> <li>• Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> <li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>• Evaluate progress and identify improvements to inform future projects</li> </ul>