

# Role Description

## Policy Officer



Department of  
Primary Industries

Cluster	Regional NSW
Agency	Department of Regional New South Wales
Group/Division/Branch	DPI / Biosecurity and Food Safety / Strategic Programs & Partnerships
Location	Various
Classification/Grade/Band	Clerk Grade 7 / 8
Role Family	Standard / Policy / Delivery
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	June 2021
Agency Website	<a href="http://www.dpi.nsw.gov.au">www.dpi.nsw.gov.au</a>

### 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.

The NSW Department of Primary Industries (NSW DPI) supports the development of profitable primary industries that create a more prosperous NSW and contributes to a better environment through the sustainable use of natural resources.

Within NSW DPI, the Biosecurity & Food Safety Division is responsible for effective management and risk minimisation of biosecurity threats to NSW as well as the through-chain regulation of food safety. It delivers a risk based approach to policy and compliance, and provides regional engagement and coordination in response to emergency incidents and natural disasters impacting primary industries and the food sector.

The role of the Strategic Programs & Partnerships team is to work across the breadth of biosecurity and food safety within the Biosecurity & Food Safety Division. It is responsible for leading strategic communication, policy and economics and leads the research, review, development and coordination of strategic policy, planning, legislation and Government relations and industry analysis. The team works across NSW DPI to maximise departmental objectives and outcomes..

### Primary purpose of the role

Undertakes and provides support for the development of policy, legislative reviews and contributes to the provision of policy advice. The Policy officer also undertakes Branch and cross-agency policy related projects including supporting the Division's delivery of its cabinet, legislative and regulatory programs.

## Key accountabilities

- Undertakes policy and project support activities that contribute to the development of policy initiatives, legislative reviews, programs and services to achieve the strategic objectives of the Division
- Participates on project teams to evaluate and improve the effectiveness of policy delivery and inform policy development
- Prepares advice in the form of briefs, policy and discussion papers to respond to Ministerial, Cabinet or Departmental requests
- Establishes and fosters productive consultative relationships with industry stakeholders and key peak body representatives to support effective policy development
- Undertake research, analysis and review of options to contribute to the policy process to inform decision making, and contribute to the evaluation and reporting on policy outcomes
- Contribute to the delivery of the Division's cabinet, legislative and regulatory programs

## Key challenges

- Contributing to the development of policy proposals and providing advice on issues that are complex, sensitive or technical, considering a range of sector, Government and community issues in the policy making process.
- Communicating with a range of stakeholders including senior representatives of industry and government given the diversity of communication channels and styles that need to be employed.

## Key relationships

Who	Why
<b>Internal</b>	
Manager Policy	<ul style="list-style-type: none"><li>• Seek guidance, provide updates and escalate issues.</li></ul>
Team	<ul style="list-style-type: none"><li>• Support the team and share information and research</li></ul>
Departmental staff	<ul style="list-style-type: none"><li>• To exchange information, discuss issues and coordinate policy work across the Department.</li></ul>
<b>External</b>	
Government agencies and stakeholder groups	<ul style="list-style-type: none"><li>• Develop strategic networks across government to identify and respond to emerging policy issues, seek information, work on intergovernmental policy initiatives and to develop informed policy advice.</li></ul>

## Role dimensions

### Decision making

- In consultation with the Manager Policy, assess and advise on policy issues for Biosecurity and Food Safety
- Maintain communications and networks with internal and external stakeholders.
- In consultation with others, provides content for advice and information in response to questions, or for Ministerial correspondence, briefs, submissions and reports.

## Reporting line

Manager Policy

## 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
 <b>Personal Attributes</b>	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>	Intermediate
	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> <li>• Focus on providing a positive customer experience</li> <li>• Support a customer-focused culture in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> <li>• Cooperate across work areas to improve outcomes for customers</li> </ul>	Intermediate
 <b>Relationships</b>	<b>Work Collaboratively</b> Collaborate with others and value their contribution	<ul style="list-style-type: none"> <li>• Build a supportive and cooperative team environment</li> <li>• Share information and learning across teams</li> <li>• Acknowledge outcomes that were achieved by effective collaboration</li> <li>• Engage other teams and units to share information and jointly solve issues and problems</li> <li>• Support others in challenging situations</li> <li>• Use collaboration tools, including digital technologies, to work with others</li> </ul>	Intermediate

## FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Plan and Prioritise</b> Plan to achieve priority outcomes and respond flexibly to changing circumstances	<ul style="list-style-type: none"> <li>Understand the team and unit objectives and align operational activities accordingly</li> <li>Initiate and develop team goals and plans, and use feedback to inform future planning</li> <li>Respond proactively to changing circumstances and adjust plans and schedules when necessary</li> <li>Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals</li> <li>Accommodate and respond with initiative to changing priorities and operating environments</li> </ul>	Intermediate
	<b>Demonstrate Accountability</b> Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> <li>Be proactive in taking responsibility and being accountable for own actions</li> <li>Understand delegations and act within authority levels</li> <li>Identify and follow safe work practices, and be vigilant about own and others' application of these practices</li> <li>Be aware of risks and act on or escalate risks, as appropriate</li> <li>Use financial and other resources responsibly</li> </ul>	Intermediate
	<b>Project Management</b> Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> <li>Perform basic research and analysis to inform and support the achievement of project deliverables</li> <li>Contribute to developing project documentation and resource estimates</li> <li>Contribute to reviews of progress, outcomes and future improvements</li> <li>Identify and escalate possible variances from project plans</li> </ul>	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

Capability group/sets	Capability name	Description	Level
 <b>Personal Attributes</b>	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 <b>Relationships</b>	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
 <b>Results</b>	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
 <b>Business Enablers</b>	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