

Role Description

Executive Officer



Treasury

Cluster	Treasury
Agency	NSW Treasury
Division/Branch/Unit	Trade
Location	Sydney CBD
Classification/Grade/Band	11/12
Kind of Employment	Ongoing
ANZSCO Code	521211
PCAT Code	1229192
Date of Approval	October 2020
Agency Website	www.treasury.nsw.gov.au

The Organisation

NSW Treasury helps guide the State's growth for the benefit of the people who live, work and study in NSW. We do this by managing the State's finances and assets to make sure the community is gaining the most value from them and supporting reforms to maintain a strong and competitive economy. Our work includes boosting trade, investment and tourism, developing industry, supporting jobs growth, improving service delivery to the community and increasing living standards. We are purposeful and outcomes focused.

NSW is made up of a diverse community with different needs. It is crucial for us to understand and involve the voices of these communities that we serve, design and create policies for. We believe a diverse workplace, where the best people for the job collaborate towards great outcomes, is a world-class workplace. Therefore, we are always on the lookout for people who can bring diverse perspectives that reflect NSW communities to ensure we are effective in the work we do.

Information about the structure and functions of the NSW Treasury can be sourced on our website: <https://www.treasury.nsw.gov.au> (Refer to "About Treasury" and "Our Treasury Team").

About Trade

The Trade team is accountable for managing the international Trade and Investment teams offshore, the supporting onshore team, for job creation and economic development through supporting NSW exporters to expand into international markets and supporting International Education through Study NSW. We support trade and investment from international markets, with an expanding suite of offices in key international locations. Our international teams focus on attracting global trade through supporting exporters reach their ideal offshore markets and attracting foreign direct investment into NSW for the Jobs, Investment and Tourism division to collaborate to ensure that foreign direct investment attracted to NSW is welcomed and retained.

Trade is jointly responsible for ensuring NSW remains globally competitive and invests in the industries and places that will ensure NSW remains a great place to live and work, not just now, but well into the future. Our goals, designed to create economic growth that benefits the citizens of NSW, include:

- Grow capital investment in NSW
- Position NSW globally and nationally for investment and trade growth
- Attract skilled labour, technology and innovative practices from across the world to ensure NSW is a leader in future industry sectors and technologies
- Support NSW exporters to reach and leverage offshore markets

Primary purpose of the role

As an Executive Officer in the Trade Group, your role will work with The Deputy Secretary and Senior Executives to support the operation of Trade Group office.

This role provides timely expert executive coordination, communication and professional support to the Deputy Secretary including managing a diverse range of critical issues, services and projects relating to key strategic objectives. The role organises high level committees, meetings and related forums chaired or convened by the Deputy Secretary and coordinates the submission of reports, briefings and related documents for the Deputy Secretary's attention. This role will ensure that key tasks are coordinated and communicated to the right people in Trade to deliver outcomes.

Key accountabilities

- Manage the Deputy Secretary's records and correspondence, general coordination of tasks, proactively scheduling, organising and prioritising meetings and oversight of employees for the effective and efficient operation of the Trade Group.
- Act as a point of contact for the Deputy Secretary, liaise with stakeholders and action requests to coordinate communication and proactively ensure responses meet deadlines.
- Represent the Deputy Secretary on committees, working parties and related forums as required and advocate the position of the Deputy Secretary or NSW Treasury on relevant issues where appropriate.
- Prepare, author, edit, manage and review the provision of high level communications and correspondence for the Deputy Secretary's signature including ministerial correspondence, briefings, reports, submissions and notes to ensure the comprehensiveness, accuracy and timeliness of written information.
- Undertake high-level analysis, integration and synthesis of information from a range of internal and external sources to provide the Deputy Secretary with strategic, timely advice on complex and sensitive matters relating to Trade Group's functions. Research and prepare strategic advice, information and reports on corporate policy, planning and operational matters to facilitate informed decision making and planning.
- Implement, monitor and report on strategic, operational and project plans to inform decision making and support achievement of organisational objectives.
- Lead and/or contribute to projects to support the achievement or organisation level strategic and operational objectives.
- Management of monthly expenses with proactive reports being shared to both the Deputy Secretary and the Executives.
- Review and debrief on the Trade Business Plan to ensure it is on track and deliverables are being tracked along the project timelines.
- Partner with Human Resources to monitor and report on FTE movements and Labour Expense Cap (LEC) status to proactively manage workforce planning requirements.
- Provide issues management and support as required, responding to emerging issues to ensure effective resolution with minimal risk to the organisation.

- Undertake special assignments and projects as referred by the Deputy Secretary in respect to cross-divisional, departmental and agency wide issues, ensuring completion within deadlines and achieving required outcomes.

Key challenges

- Anticipating and addressing contentious issues and providing accurate advice on complex internal issues, often within tight timeframes, given the need to collect and assimilate information from a variety of different sources whilst maintaining confidentiality and exercising diplomacy.
- Completing significant projects within varying timeframes given the need to balance this with attention to appropriate project management principles, stakeholder and client needs and the needs of the Deputy Secretary.
- Developing and maintaining effective working relations within Treasury, the Treasurer's Office, and other NSW clusters and agencies.
- Maintaining a high level of knowledge on government priorities, policies and practices.

Key relationships

Who	Why
Ministerial	
The Office of the Minister	<ul style="list-style-type: none"> • Consult with Ministerial staff, providing accurate information and timely responses to sensitive or contentious issues
Internal	
Secretary & Chief of Staff	<ul style="list-style-type: none"> • Provide expert advice and contribute to decision making; identify emerging issues/risks and their implications and propose solutions; escalate issues when required; receive advice and report on progress towards business objectives and discuss future directions.
Executive	<ul style="list-style-type: none"> • Collaborate and provide advice to contribute to strategic decision-making.
Stakeholders	<ul style="list-style-type: none"> • Liaise with, and coordinate information between stakeholders and the Executive; consult and collaborate with, to define mutual interests and determine strategies to achieve their realisation.
External	
Stakeholders (external agencies, other government departments)	<ul style="list-style-type: none"> • Coordinate information, gather input from and provide sound and reliable advice; manage expectations, resolve and provide solutions to issues; negotiate outcomes and timeframes.

Role dimensions

Decision making

The person in this role would:

- Operate with a high level of autonomy and is accountable for formulating advice and high-level communication reflective of Deputy Secretary's intent.
- Be fully accountable for the management of projects assigned within required deadlines and for accuracy, integrity and quality of the content of advice and opinions provided to the Deputy Secretary on matters referred.
- Operates within an external environment of sensitivity and requires significant judgement in handling issues that arise.

Reporting line

This role reports to the Deputy Secretary – Trade

Direct reports

This role will not have direct reports

Budget/Expenditure

Not Applicable

Essential requirements

- High level knowledge skills and experience in Government protocols and procedures, including Cabinet and inter-government protocols and processes.
- Proven experience in providing high level executive support and related services to boards, committees and similar forums.
- Demonstrated research, analytical, conceptual, strategic thinking skills and project management.
- Expertise in drafting Ministerial correspondence, capturing key strategic themes in line with Secretary's requirements.
- Hold a degree in communications or demonstrable and extensive experience in working in government equivalent positions with respect to cross-government communication.
- Ability to lead a team.

Our Commitment to Diversity

At NSW Treasury, we are committed to building a respectful workplace, appointing the best person for the role, and supporting diversity across all areas. We are on a journey to become more inclusive.

We have a Diversity and Inclusion Council that works to ensure we are increasing representation of women, Aboriginal and Torres Strait Islander people and people with a disability in our workplace.






We know this is just the start of our journey, but we are determined to see it through.

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

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	Adept
	Act with Integrity	Adept
	Manage Self	Advanced
	Value Diversity	Adept
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Adept
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	Intermediate

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
Person Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical and professional way and encourage others to do so Demonstrate professionalism to support a culture of integrity within the team/unit Set an example for others to follow and identify and explain ethical issues Ensure that others understand the legislation and policy framework within which they operate Act to prevent and report misconduct, illegal and inappropriate behaviour
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> Act as a professional role model for colleagues, set high personal goals and take pride in their achievement Actively seek, reflect and act on feedback on own performance Translate negative feedback into an opportunity to improve Maintain a high level of personal motivation Take the initiative and act in a decisive way
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> Present with credibility, engage varied audiences and test levels of understanding Translate technical and complex information concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Actively listen and encourage others to contribute inputs Adjust style and approach to optimise outcomes Write fluently and persuasively in a range of styles and formats
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> Build a culture of respect and understanding across the organisation Recognise outcomes which resulted from effective collaboration between teams Build co-operation and overcome barriers to information sharing and communication and collaboration across the organisation and cross government Facilitate opportunities to engage and collaborate with external stakeholders to develop joint solutions
Results Plan and Prioritise	Advanced	<ul style="list-style-type: none"> Understand the links between the business unit, organisation and the whole-of-government agenda Ensure business plan goals are clear and appropriate including contingency provisions Monitor progress of initiatives and make necessary adjustments Anticipate and assess the impact of changes, such as government policy/economic conditions, to business plans and initiatives, and respond appropriately Consider the implications of a wide range of complex issues, and shift business priorities when necessary Undertaken planning to transition the organisation through change initiatives and evaluate progress and outcome to inform future planning

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects
People Management Optimise Business Outcomes	Intermediate	<ul style="list-style-type: none"> • Develop team/unit plans that take into account team capability and strengths • Plan and monitor resource allocation effectively to achieve team/unit objectives • Ensure team members work with a good understanding of business principles as they apply to the public-sector context • Participate in wider organisational workforce planning to ensure the availability of capable resources