

Role Description

Manager Regulation

Agency	Office of Sport
Division/Branch/Unit	Policy and Planning Group / Regulation
Location	Sydney Olympic Park
Classification/Grade/Band	Clerk Grade 11/12
Role Number	51000447
ANZSCO Code	139999
PCAT Code	2119192
Date of Approval	July 2020
Agency Website	www.sport.nsw.gov.au

Agency overview

The Office of Sport is the lead NSW Government agency for sport and active recreation.

With a vision of *sport and active recreation creating healthier people, connecting communities and making a stronger NSW*, we provide the people of NSW with the leadership, policies, programs, funding and infrastructure necessary to maximise the social, health and economic benefits realised through this valued sector.

Our work is spread across NSW, with ten Sport and Recreation Centres, four Olympic Sport Venues and offices throughout the state.

Primary purpose of the role

The position is responsible for leading the development and implementation of operational policy and procedure relating to the regulatory functions in combat sport and motor sport, budget preparation and monitoring, human resource planning and management, procurement, information management, asset management and operating standards. It provides strategic advice to the Combat Sports Authority of NSW and the Director. The position contributes to the development, implementation and monitoring of the Directorate's strategic business plan and the Combat Sports Authority Strategic Plan.

Key accountabilities

- Lead the development and implementation of operational policy and procedure to support the Unit's business areas and regulatory functions.
- Review business systems in the Regulation Unit and identify best practice models to improve efficiency and compliance with legislative requirements.
- Manage the development and monitoring of the Unit's annual budget and financial reporting requirements
- Direct the development of operational risk management and compliance procedures to ensure that policy and legislative standards are maintained in the Regulation unit.

- Lead the development of strategies that ensure the efficient use of resources including consumables, staff and equipment.
- Manage legislative review processes and liaison with legal team on matters of regulatory compliance.
- Establish partnerships with key internal divisions to maintain knowledge of current policy and compliance requirements e.g. Finance, HR, Asset Management.
- Provide secretariat services the Combat Sports Authority of NSW including production of Board papers, Minutes, Disciplinary matter hearings, legal matters.

Key challenges

- Ensuring that business practices are appropriate to meet strategic objectives and compliant with relevant legislation and policy
- Excellent understanding of combat sport and motor sport legislative instruments
- Maintaining up to date understanding of Government and Department financial, HR, risk management, and asset management policy and procedure
- Monitoring implementation of compliance with regulatory policy and procedure

Key relationships

Who	Why
Internal	
Executive Director, Policy and Planning	<ul style="list-style-type: none"> • Provide specialist advice and report on Unit strategic and operational priorities
Regulation Unit staff	<ul style="list-style-type: none"> • Provide direction and leadership, policy and procedural information, consultation
	<ul style="list-style-type: none"> •
Agency staff	<ul style="list-style-type: none"> • Develop relationships and communication channels to consult, liaise, collaborate, obtain advice and participate in development of policy and delivery of projects • Consult, seek advice relating to operating standards, policy and regulatory requirements • Consult and seek advice from legal team as required
External	
External stakeholders including other agencies, business partners, clients, peak industry and standards agencies and community organisations	<ul style="list-style-type: none"> • Develop and maintain relationships • Represent the organisation • Provide advice to industry stakeholders and clients about regulatory functions and compliance matters

Role dimensions

Decision making

The Manager Regulation role has a high level of autonomy and is fully accountable for the delivery of work assignments and projects on time, within budget and to expectations. It plans, leads and organises the work of staff to achieve business objectives and performance criteria within approved work and project plans. Reports,

analysis, briefings and advice are provided with minimal input from the Director. Decisions that are likely to escalate or are contentious are referred to the Executive Director.

Reporting line

Executive Director, Policy and Planning

Direct reports

Number of staff reporting to this role: 8

Budget/Expenditure

Delegation \$20,000

Annual recurrent budget between \$500,000 - \$700,000 depending on approved projects.

Essential requirements




- National Criminal Records Check
- Working with Children Check



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	Advanced
	Act with Integrity	Advanced
	Manage Self	Advanced
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept

 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Adept
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Adept
	Manage Reform and Change	Adept

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
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> Model the highest standards of ethical behaviour and reinforce them in others Represent the organisation in an honest, ethical and professional way and set an example for others to follow Ensure that others have a working understanding of the legislation and policy framework within which they operate Promote a culture of integrity and professionalism within the organisation and in dealings external to government Monitor ethical practices, standards and systems and reinforce their use Act on reported breaches of rules, policies and guidelines
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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> • Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements • Implement systems and processes that underpin high quality research and analysis
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 Manage and Develop People	Adept	<ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks