Role Description
Assistant Grants Advisor

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Regional Development and Programs
Location	State of NSW
Classification/Grade/Band	Clerk Grade 5-6
ANZSCO Code	531111
PCAT Code	1229192
Date of Approval	May 2020
Agency Website	www.drnsw.nsw.gov.au

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.

Primary purpose of the role

Undertake a range of various grant, administration and financial tasks in accordance with policies, strategies and standards to deliver effective and targeted grants funding.

Key accountabilities

- Undertake a range of grant, administration and financial duties that support the efficient and compliant management of regional and community grants administered by the Regional NSW team.
- Contribute to a range of projects, programs, and other initiatives to support regional and community development activities.
- Compile, analyse, interpret and report on data and other information to inform performance monitoring, project and program design, implementation, evaluation and strategy.
- Undertake research activities, source and collate information, providing advice and contributing to the preparation of reports, presentations, briefings, and other correspondence for senior management.

Key challenges

- Consistently and accurately assess and support the administration of effective grants funding in an environment with a high volume and variety of tasks, competing priorities and tight deadlines.
- Dealing effectively and professionally with business clients and industry stakeholders whilst managing their expectations and balancing competing priorities.

Key relationships

Who	Why
Internal	
Manager	• Escalate issues, keep informed, advise, receive guidance and instructions. • Participate in meetings, share information and liaise, consult and coordinate activities on strategy, advice and projects and provide input on issues
Work team	• Provide support and participate in coordinated activities • Work collaboratively to contribute to achieving team outcomes
External	
Key industry stakeholders	• Share information and gain feedback regarding industry strategy advice and project implementation.

Role dimensions

Decision making

Decisions which are made by this role include:

- Determines own work load and priorities in consultation with the Manager
- Exercises discretion in the approach and content of information, advice and recommendations provided.
- Initiates and maintains communication strategies and networks with internal and external stakeholders.
- Decisions which are referred to a supervisor include any changes to project outcomes or timeframes, issues with the potential to escalate or create precedent, matters requiring a higher administrative or financial delegation or submission to a higher level of management.

Reporting line

Manager, Regional Grants Management Office

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.

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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 behaviors expected at each level.

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
Personal Attributes	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	• Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so	Intermediate
Relationships	**Commit to Customer Service** Provide customer-focused services in line with public sector and organisational objectives	• Focus on providing a positive customer experience • Support a customer-focused culture in the organisation • Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers • Identify and respond quickly to customer needs • Consider customer service requirements and develop solutions to meet needs • Resolve complex customer issues and needs • Cooperate across work areas to improve outcomes for customers	Intermediate
Results	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Complete own work tasks under guidance, within set budgets, timeframes and standards • Take the initiative to progress own work • Identify resources needed to complete allocated work tasks • Seek clarification when unsure of work tasks	Foundational
	Problem Solving	• Identify the facts and type of data needed to understand a problem or explore an opportunity • Research and analyse information to make recommendations based on relevant evidence • Identify issues that may hinder the completion of tasks and find appropriate solutions • Be willing to seek input from others and share own ideas to achieve best outcomes • Generate ideas and identify ways to improve systems and processes to meet user needs	Intermediate

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
Business Enablers	**Finance**	• Understand that government services budgets are limited and must only be used for intended purposes • Appreciate the importance of accuracy and completeness in estimating costs and calculating and recording financial information • Be aware of financial delegation principles and processes • Understand basic compliance obligations related to using resources and recording financial transactions	Foundational
	Procurement and Contract Management	• Comply with basic ordering, receipting and payment processes • Apply basic checking and quality-control processes to activities that support procurement and contract management • Understand probity principles relating to purchasing	Foundational

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
Personal Attributes	Display Resilience and Courage	• Be open and honest, prepared to express your • views, and willing to accept and commit to change	Foundational
	Manage Self	• Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	• Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
Relationships	Communicate Effectively	• Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Influence and Negotiate	• Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
Results	Work Collaboratively	• Build a supportive and cooperative team environment	Intermediate
	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	Foundational
Business Enablers	Technology	• Demonstrate a sound understanding of technology relevant to the work unit	Intermediate

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