

Role Description

Project Officer – Performance Reporting



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Mining, Exploration Geoscience / Strategy Performance & Industry Development / Policy / Monitoring & Evaluation
Location	Maitland
Role number	52004859
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	224412
PCAT Code	3119115
Date of Approval	19 July 2021
Agency Website	https://www.regional.nsw.gov.au/our-work/meg

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has 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.

Mining, Exploration and Geoscience sets strategic policy for the state's mineral and energy resources, gathers, analyses and disseminates geoscientific information, and assesses and determines applications for mineral and petroleum titles for exploration activities and extractive uses. Through its Resources Regulator Branch the Group ensures the safe and sustainable functioning of the industry in NSW.

Mining, Exploration and Geoscience is committed to delivering strong and quality outcomes, with the vision of our minerals and petroleum resources generating prosperity for the people of NSW.

Primary purpose of the role

The Project Officer, Performance Reporting prepares Mining, Exploration and Geosciences reports including business-as-usual, activity and safety performance reports on a monthly, quarterly and annual basis, and supports the Senior Project Officer and the Monitoring and Evaluation team in its core functions of evaluation, intelligence, performance reporting, data analytics and continuous improvement.

The Project Officer, Performance Reporting supports ongoing monitoring, program evaluation and continuous improvement across all regulatory activities, programs and projects with a particular emphasis on mine safety performance and strategic compliance.

Key accountabilities

- Analyse and integrate data into meaningful reports for the Mining Exploration and Geoscience Group including tailored reports for the Executive Director Resources Regulator and related Advisory Committees.
- Produce a range of reports for industry, government and community stakeholders to communicate the Mining Exploration and Geoscience Group (includes the Resources Regulator) activities, strategies and policies.
- Deliver accurate and actionable reports which support the Mining, Exploration and Geoscience Group including the Resources Regulator's strategies for state-wide compliance in the NSW minerals and resources sector.
- Contribute to reports and prepare recommendations and evaluation studies incorporating contemporary evaluation methodologies and practice for the senior executive team to inform the development and review of the Mining, Exploration and Geoscience programs.
- Prepare and maintain project documentation for reporting, monitoring and evaluation purposes to ensure accessibility of quality information and contribute to the achievement of project outcomes.
- Communicate with key stakeholders and coordinate working groups, committees and consultations to facilitate exchange of information and support project completion in line with project plans.
- Source collate and compile data and information to identify emerging issues and track and report on project progress against established milestones and deliverables.
- Undertake research and analysis, identifying trends and preparing project briefs, to support informed decision-making and planning.

Key challenges

- Delivering a range of reports, within specified deadlines, using limited resources, and the need to manage competing priorities.
- Supporting the implementation of a culture of rigorous and evidence-based program evaluation and continuous improvement to support the implementation of best-practice regulatory and non-regulatory programs, and in accordance with the Mining Exploration and Geoscience Group's Strategic Approach, and the Resources Regulator's Compliance and Enforcement Approach and Incident Prevention Strategy.
- Supporting the implementation of data-driven approaches and methodologies for ensuring data and information collation from a wide range of sources.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none">• Receive guidance and provide regular updates on key projects, issues and priorities• Escalate issues and propose solutions• Provide advice and contribute to decision making regarding projects and issues• Identify emerging issues/risks and their implications and propose solutions

Who	Why
Team	<ul style="list-style-type: none"> Support team members and work collaboratively to contribute to achieving team outcomes
Internal Stakeholders	<ul style="list-style-type: none"> Provide expert advice on performance and intelligence data Report and provide updates on project progress Engage and consult on the resolution of project related issues Develop and maintain effective relationships and open channels of communication Exchange information and respond to enquiries
External	
Industry stakeholders and community groups	<ul style="list-style-type: none"> Provide accurate data and reporting on regulatory activities and compliance Gather information and maintain effective relationship
Government Agencies, particularly SafeWork NSW, Division of Resources and Geosciences and the EPA	<ul style="list-style-type: none"> Consult, provide and obtain information and collaborate on regulatory and legislative programs across government
Vendors/service providers and consultants	<ul style="list-style-type: none"> Consult, provide and obtain information, negotiate required outcomes and timeframes and resolve and provide solutions to issues

Role dimensions

Decision making

- Support the delivery of projects evaluating legislative and policy reforms.
- Plans and organises own work in relation to delivering business as usual reports.
- Contribute to embedding rigorous and transparent evaluation compliance frameworks and operational activities.
- Contribute to stakeholder management efforts for influencing and gaining support from key industry and community stakeholders.
- Be guided in decision making by legislation, Australian and International Standards, and relevant Government and Department guidelines.
- Consults with Manager where issues are complex and/or may have sensitive or other organisation wide implications.

Reporting line

Manager

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Experience in preparing meaningful analytical and evaluative reports for publication.

- Experience working on complex evaluation and continuous improvement initiatives within a highly-contested, data-driven regulatory environment.
- Knowledge of regulatory intelligence processes, methodologies and techniques.
- Knowledge of intelligence and analytical systems.

Essential requirements

- Relevant tertiary qualifications and/or equivalent relevant experience in analytical, regulatory intelligence, project management or compliance-related field.
- Compliance with pre-employment probity screening is mandatory and a condition of engagement.
- Appointment and ongoing assignment is subject to the satisfactory participation in ongoing health screening.

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
 <p>Personal Attributes</p>	<p>Manage Self</p> <p>Show drive and motivation, an ability to self-reflect and a commitment to learning</p>	<ul style="list-style-type: none"> • Keep up to date with relevant contemporary knowledge and practices • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate and maintain a high level of personal motivation 	Adept
 <p>Relationships</p>	<p>Communicate Effectively</p> <p>Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> • Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences 	Adept
 <p>Results</p>	<p>Deliver Results</p> <p>Achieve results through the efficient use of resources and a commitment to quality outcomes</p>	<ul style="list-style-type: none"> • Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for 	Adept



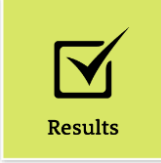

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	<p>Think and Solve Problems</p> <p>Think, analyse and consider the broader context to develop practical solutions</p>	<ul style="list-style-type: none"> • Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness 	Adept
 <p>Business Enablers</p>	<p>Technology</p> <p>Understand and use available technologies to maximise efficiencies and effectiveness</p>	<ul style="list-style-type: none"> • Identify opportunities to use a broad range of technologies to collaborate • Monitor compliance with cyber security and the use of technology policies • Identify ways to maximise the value of available technology to achieve business strategies and outcomes • Monitor compliance with the organisation's records, information and knowledge management requirements 	Adept

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	Intermediate
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Foundational
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate