

Role Description

Project Officer Regional Development



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional New South Wales
Group/Division/Branch	Regional Development & Programs / Regional Recovery
Location	Various
Classification/Grade/Band	Clerk Grade 7/8
Role Family	Standard / Planning, Strategy, Governance and Risk / Delivery
ANZSCO Code	511112
PCAT Code	1227392
Date of Approval	January 2023 (updated from July 2021)
Agency Website	www.regional.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.

Regional Development and Programs is part of the Department of Regional NSW and supports local and state government agencies to deliver critical infrastructure initiatives by providing expert advisory, planning, delivery, and support services. We bridge the gap between the government and the private sector, helping clients to maximise value, optimise costs and manage risks in their infrastructure programs and the lifecycle management of their assets.

Our Regional Programs and Regional Recovery branches coordinate and deliver sector excellence and leadership in grants design, administration, evaluation and program assurance to support social, economic and industry outcomes for regional NSW, while also enabling people, businesses and communities to recover from disasters including flood, bushfire, COVID-19 and drought. The Regional Recovery branch includes the Office for Regional Youth and provides support to the Minister for Regional Youth and coordinates critical Regional Youth Task Force activities.

Primary purpose of the role

The role undertakes project management and support activities to contribute to the development and delivery of a range of projects, including operational policy and procedure development.

Key accountabilities

- Contribute to projects and processes to monitor operational performance to meet the strategic needs of the Regional Recovery Branch and external stakeholders regarding performance based information

- Coordinate consultative processes to capture, analyse and report performance against agreed targets and criteria, including benchmarking projects
- Work collegially with staff to coordinate the implementation of projects that support knowledge management and consistent business analysis systems and evaluation processes
- Manage specific systems and process activities to ensure the Regional Recovery Branch meets its statutory and whole of government reporting obligations to the Executive, Department, Treasury, Department of Premier and others as required
- Provide timely advice to internal stakeholders on planning, performance monitoring, business analysis and system improvement within established frameworks
- Source, collate and compile data and information to identify emerging issues and track and report on project progress against established milestones and deliverables.

Key challenges

- Maintaining an effective network of staff throughout the Department to ensure that reporting and planning targets can be achieved
- Maintaining knowledge and understanding of current knowledge management practices and associated information technologies, business analytics and reporting processes
- Ensuring accurate, relevant and current key performance and reporting data and information is maintained and disseminated to the appropriate stakeholders.

Key relationships

Who	Why
Internal	
Director & Manager	<ul style="list-style-type: none"> • Receive advice and provide updates on the status of project activities • Escalate issues and advise and present recommendations regarding the potential solutions
Departmental Staff	<ul style="list-style-type: none"> • Maintain existing networks across the department of staff members responsible for reporting and planning within their work areas, to jointly ensure that departmental reporting requirements are met • Assist colleagues throughout the branch on planning and reporting related activities
Team	<ul style="list-style-type: none"> • Actively contribute to the team's objectives and identified outcomes
External	
Government agencies	<ul style="list-style-type: none"> • Assist in coordinating reporting activities, ensuring high quality reports are provided to required standards and within set timeframes • Gather information, build supporting relationships and identify emergent trends, methodologies and resources

Role dimensions

Decision making

- Makes day to day decisions regarding project tasks in accordance with agreed project objectives and project plans.
- Builds networks throughout the department and with government entities.

Reporting line

Manager

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
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • 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
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community 	Adept
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> • Encourage a culture that recognises the value of collaboration • Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services 	Adept

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<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
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> • Be proactive in taking responsibility and being accountable for own actions • Understand delegations and act within authority levels • Identify and follow safe work practices, and be vigilant about own and others' application of these practices • Be aware of risks and act on or escalate risks, as appropriate • Use financial and other resources responsibly 	Intermediate
 Business Enablers	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	<ul style="list-style-type: none"> • Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending • Consider financial implications and value for money in making recommendations and decisions • Understand how financial decisions impact the overall financial position • Understand and act on financial audit, reporting and compliance obligations • Display an awareness of financial risk, reputational risk and exposure, and propose solutions to address these 	Intermediate

FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> Perform basic research and analysis to inform and support the achievement of project deliverables Contribute to developing project documentation and resource estimates Contribute to reviews of progress, outcomes and future improvements Identify and escalate possible variances from project plans 	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
 Personal Attributes	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	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	Adept
	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	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
 Business Enablers	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