

Role Description

Manager, Public Private Partnership

Role Description Fields	Details
Cluster	Education
Department/Agency	NSW Department of Education
Division/Branch/Unit	School Infrastructure NSW/Asset Management/Central Contracts
Role number	176673
Classification/Grade/Band	Clerk Grade 11/12
Senior executive work level standards	Not Applicable
ANZSCO Code	139999
PCAT Code	1332292
Date of Approval	TBA
Agency Website	education.nsw.gov.au schoolinfrastructure.nsw.gov.au

Agency overview

The NSW Department of Education serves the community by providing world-class education for students of all ages.

We ensure young children get the best start in life by supporting and regulating the early childhood education sector. We are the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population. We are committed to fostering vibrant, sustainable and high-performing vocational and higher education sectors.

We are responsible for enacting NSW Government policy, driving improvement in education, and overseeing policy, funding and compliance issues relating to non-government schools. We respect and value Aboriginal and Torres Strait Islander people as First Peoples of Australia.

School Infrastructure NSW (SINSW) is delivering new school buildings, major upgrades and maintenance strategies to ensure every school-aged child has access to high quality education facilities at their local public school. This encompasses the largest investment in public education infrastructure in the history of NSW.

Primary purpose of the role

Manage the NSW Department of Education's two existing Public Private Partnership (PPP) contracts, and undertake the role of Project Manager under the Schools 1 and Schools 2 PPP contracts, to ensure their effective management, administration and compliance and to support the achievement of high-quality, timely and cost-effective partnership outcomes.

Key accountabilities

- Lead and manage the PPP team in the planning, development and implementation of PPP projects, utilising a range of innovative project management and procurement methodologies, tools and

systems, to ensure best practice contract provision and to meet project deliverables on time, within budget and to agreed service standards.

- Oversee and administer PPP contracts, including contract modifications, negotiation and dispute resolution, and the development and implementation of appropriate risk management and reporting mechanisms, to ensure the department delivers on its procurement and contractual responsibilities with relevant partners.
- Provide, expert strategic advice to the Director, Central Contracts and other senior stakeholders on the development, implementation, management and reporting of PPP projects, including specialist advice and expertise on relevant procurement and contractual arrangements and facilities standards, to support a high standard of service provision and to enable informed management decision making across all PPP activities.
- Develop, build and maintain collaborative working relationships with a range of internal and external stakeholders, through effective communication, negotiation and issues management, to facilitate engagement and consultation throughout the project lifecycle and to ensure stakeholder needs are fully met.
- Manage, monitor, review and evaluate contract compliance and performance by the private consortium partners, effectively utilising a range of project management tools, methods and systems, to identify and mitigate risks and ensure partners meet their relevant contractual obligations and service agreements.
- Manage, develop and maintain systems and databases to ensure availability of, and access to, timely, accurate and up-to-date project data and information and to ensure compliance with relevant records management policies, procedures and guidelines.
- Represent SINSW in negotiations, initial planning and project management to PPP projects to ensure the interests of the department are fully addressed and communicated to all relevant parties and to achieve optimal stakeholder outcomes.
- Prepare high-quality reports, briefings, submissions and related correspondence, including project status reports and updates, to ensure the provision of timely, professional communications and to support informed management decision making and reporting.

Key challenges

- Managing complex and sensitive consultations and negotiations with multiple stakeholders (both public and private), while balancing varied and diverse stakeholder expectations, viewpoints and interests, to achieve high-quality, timely and cost effective PPP outcomes.
- Identifying, anticipating and resolving contentious/sensitive issues and conflicts of interest, maintaining confidentiality and ensuring the Department's position is effectively represented and communicated in a dynamic, complex educational environment.
- Maintaining a detailed working knowledge of best practice standards and relevant legislation, policies and procedures, including procurement specifications and guidelines, which are often subject to frequent review and change.

Key relationships

Internal

Who	Why
-----	-----

Director	<ul style="list-style-type: none"> • Receive direction, advice, guidance and performance feedback. • Provide specialist, expert strategic advice on PPP funding arrangements, project proposals and their implementation as well as the management of contentious and politically sensitive issues. • Discuss issues, priorities, and recommendations relating to the planning and delivery of projects. • Provide regular project reports and updates.
Direct reports	<ul style="list-style-type: none"> • Lead, direct, manage and support performance and development. • Guide, support, coach and mentor.
Work team	<ul style="list-style-type: none"> • Work collaboratively to support the team in achieving business outcomes. • Participate in meetings, share information and provide input on issues.
Customers/Stakeholders, including Asset Management; other DoE/SINSW teams; School administrators/representatives.	<ul style="list-style-type: none"> • Provide expert advice on a range of partnership issues and strategies. • Work closely to share knowledge on project requirements and obtain data and information to the required standards and timeframes. • Optimise engagement to achieve defined outcomes. • Manage expectations and resolve issues.

External

Who	Why
Other NSW government agencies, including Treasury; NSW Department of Planning, Industry and Environment Local councils	<ul style="list-style-type: none"> • Liaise and consult on project proposals, governance, contract and funding arrangements. • Engage and collaborate with agencies to deliver project outcomes.
Private partnership consortia/bodies	<ul style="list-style-type: none"> • Negotiate and advise upon partnerships, contracts and service agreements. • Develop, build and maintain collaborative working relationships.
Specialist contractors/service providers	<ul style="list-style-type: none"> • Liaise and consult on the planning and delivery of specialist contractor services. • Ensure service/contractual agreements meet departmental requirements.
Community/interest groups	<ul style="list-style-type: none"> • Develop and maintain effective relationships to facilitate consultation and engagement.

Role dimensions

Decision making

This role acts independently in performing its core work functions and applies specialised knowledge, skills and professional judgement to achieve desired outcomes. Makes decisions in regard to the day-to-day management of the team and operational priorities to achieve work outcomes on time and within budget. Is accountable for the formulation, integrity and reliability of advice, recommendations and solutions provided to stakeholders.

Consults with the Director on matters that are high-risk, sensitive or business critical.

Reporting line

Director, Central Contracts

Direct reports

Budget/Expenditure

Nil

Financial delegation – in accordance with the Department's policy as prescribed for a Clerk Grade 11/12.

Key knowledge and experience

- Demonstrated project management and organisational skills to plan, manage and deliver multiple projects on time and within resources.
- Knowledge of, and commitment to implementing the Department's [Aboriginal Education Policy](#) and upholding the [Department's Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

Essential requirements

- Relevant tertiary qualifications and/or equivalent workplace experience in project management, procurement/contract management, or facilities management.
- Current driver's licence.
- Demonstrated understanding of, and commitment to, the value of public education.

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

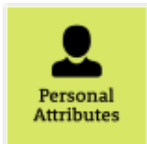
Focus capabilities

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
-----------------------	-----------------	------------------------	-------

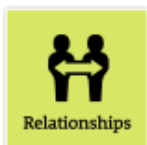


Act with Integrity

Be ethical and professional, and uphold and promote the public sector values

- Model the highest standards of ethical and professional behaviour and reinforce their use
- Represent the organisation in an honest, ethical and professional way and set an example for others to follow
- 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 promptly on reported breaches of legislation, policies and guidelines

Advanced

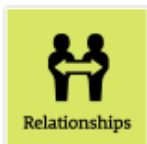


Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

- Present with credibility, engage diverse audiences and test levels of understanding
- Translate technical and complex information clearly and concisely for diverse audiences
- Create opportunities for others to contribute to discussion and debate
- Contribute to and promote information sharing across the organisation
- Manage complex communications that involve understanding and responding to multiple and divergent viewpoints
- Explore creative ways to engage diverse audiences and communicate information
- Adjust style and approach to optimise outcomes
- Write fluently and persuasively in plain English and in a range of styles and formats

Advanced



Work Collaboratively

Collaborate with others and value their contribution

- Recognise outcomes achieved through effective collaboration between teams
- Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government
- Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions
- Network extensively across government and organisations to increase collaboration
- Encourage others to use appropriate collaboration approaches and tools, including digital technologies

Advanced



Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- 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 in collaboration with others
- Take account of the wider business context when considering options to resolve issues
- Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
- Implement systems and processes that are underpinned by high-quality research and analysis
- Look for opportunities to design innovative solutions to meet user needs and service demands
- Evaluate the performance and effectiveness of services, policies and programs against clear criteria

Advanced

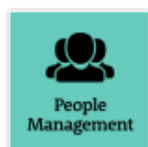


Procurement and Contract Management

Understand and apply procurement processes to ensure effective purchasing and contract performance

- Ensure that employees and contractors apply government and organisational procurement and contract management policies
- Monitor procurement and contract management risks and ensure that this informs contract development, management and procurement decisions
- Promote effective risk management in procurement
- Implement effective governance arrangements to monitor provider, supplier and contractor performance against contracted deliverables and outcomes
- Represent the organisation in resolving complex or sensitive disputes with providers, suppliers and contractors

Advanced



Manage and Develop People

Engage and motivate staff, and develop capability and potential in others






- Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes
- Adjust performance development processes to meet the diverse abilities and needs of individuals and teams
- Develop work plans that consider capability, strengths and opportunities for development
- Be aware of the influences of bias when managing team members
- Seek feedback on own management capabilities and develop strategies to address any gaps
- Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way
- Monitor and report on team performance in line with established performance development frameworks










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.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept

	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Project Management	Understand and apply effective planning, coordination and control methods	Advanced
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Adept
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate