

Role Description

Deputy NSW Chief Scientist & Engineer/ Executive Director



Department
of Industry

Cluster	Industry
Agency	Office of NSW Chief Scientist & Engineer
Location	MLC Centre, Sydney
Classification/Grade/Band	Senior Executive Band 2
Senior Executive Work Level Standards	Work Contribution Stream: Professional/Technical/Specialist
ANZSCO Code	132411
PCAT Code	2119192
Date of Approval	December 2018
Agency Website	http://www.chiefscientist.nsw.gov.au/

Agency overview

The NSW Department of Industry leads the state government's contribution to making NSW a place where people want to live and work and businesses choose to invest and grow.

We support all areas of economic activity where NSW has competitive strengths. We also have responsibilities for:

- skill formation and development to match industry demand
- partnering with stakeholders in stewardship and sustainable use of the state's natural resources; and
- supporting economic growth in the regions.

Our strategies are built on close relationships to understand industry's needs. We deliver a wide range of training and specialist advisory services; and we help to secure efficient and dependable government decision making that contributes to business confidence.

We measure our success by the:

- growth in quantity of employment and the value of output; and the
- competitiveness and sustainability of industries in NSW.

The Office of the Chief Scientist & Engineer (OCSE) is an independent Office within the NSW Department of Industry designed to:

- Foster public and private sector research, innovation, scientific and engineering excellence in NSW
- Support the Chief Scientist & Engineer (CSE) when conducting formal independent reviews on high profile, complex topics commissioned by the Premier or Ministers and when chairing cross-portfolio, special purpose committees

Primary purpose of the role

Lead the OCSE as the Executive Director, and regularly act in the capacity of the CSE to provide independent advice to government that shapes and influences public policy. The role leads formal

independent reviews on high profile, complex topics including managing associated difficult stakeholder and media issues.

The role provides high level strategic stakeholder and communications leadership on behalf of Ministers and CSE to promote the continual development of science, engineering, research and related industries in NSW. The role builds networks to connect business to government, academia and researchers.

Key accountabilities

- Regularly act in the capacity of the CSE, overseeing the management of the OSCE, chairing committees and advisory groups, and providing a definitive source of expert advice and guidance on key leading edge scientific and engineering knowledge and research issues to Premier or Ministers, and the CSE
- Chair and/or contribute to government committees and advisory groups within NSW and across jurisdictions, contributing expert perspective on the role of research and development in the innovation pipeline, encouraging research excellence, concentration and skills development in industries facing significant challenges, change and technological disruptors
- Oversight, lead and conduct formal independent reviews on high profile, complex topics including managing associated difficult stakeholder and media issues for the Premier or Ministers, and the CSE
- Provide specialist and timely advice, analysis and data to the Minister, CSE and Department on cross Government and cross sectoral issues, and nurture relationships with Ministerial offices and central agencies in the NSW Government to leverage a common and consistent approach to science and engineering innovation
- Foster and maintain relationships, through collaboration and negotiation with key industry and government stakeholders, universities, industry groups and peak bodies, acting as a conduit and facilitator for the CSE to capitalise on research and industry opportunities and potential funding leads
- Lead effective policy development and insight through the provision of well researched and specific advice on a wide range of policy issues, facilitating the meetings with relevant parties to develop policy and secure funding to grow science, engineering, and research activity in NSW.
- Manage the operations of the OCSE, and ensure staff provide a professional, high quality responsive business and secretariat support service to the CSE, establishing systems and frameworks to evaluate new innovations within science and technology, and support key stakeholders and associated forums
- Develop and deliver informed, accurate and astute briefings, major papers, speeches and correspondence on behalf of the CSE

Key challenges

- Representing and acting as the CSE in leading formal independent reviews on high profile, complex topics commissioned by the Premier or Ministers and chairing cross-portfolio, special-purpose committees on contentious issues which are challenging in terms of science and engineering matters
- Maintaining a consistent highly credible and visible profile to influence and drive a common purpose from a wide range of research and industry stakeholders in line with CSE's agenda, maintaining momentum and commitment from participants
- Keeping up to date with trends and developments in the academic, science, engineering, innovation and government areas to enable the Office to leverage emerging issues for the benefit of NSW

Key relationships

Who	Why
Ministerial	
Premier, Ministers and Ministerial Offices	<ul style="list-style-type: none"> To provide briefings on new and emerging issues, negotiate approaches and preferred outcomes and to report on the performance of government policy, strategy and programs To conduct formal independent reviews on high profile, complex topics commissioned by the Premier or Ministers on behalf of the CSE To chair cross-portfolio, special-purpose committees to provide advice to the Premier or Ministers on contentious issues which are challenging in terms of science and engineering matters
Internal	
NSW Chief Scientist & Engineer	<ul style="list-style-type: none"> Escalate issues, keep informed, advise and receive instructions Provide advice and guidance on policy directions and initiatives to achieve outcomes Oversee secretariat arrangements for independent reviews carried out by CSE Act as CSE when on extended absence
Work team	<ul style="list-style-type: none"> Inspire and motivate team, provide direction, leadership and manage performance Provide guidance, professional support, coaching and mentoring Encourage team to work collaboratively to achieve the team's business outcomes
External	
Other NSW Government agencies	<ul style="list-style-type: none"> Lead the integration and adoption of science and engineering initiatives and integration into industry policy directions Develop whole of government approaches on key issues, negotiate consistent approaches and promote the efficient utilisation of resources
Other jurisdictions	<ul style="list-style-type: none"> Represent the Department in the business of government Develop whole-of-government approaches on key issues, negotiate consistent policies and promote the efficient utilisation of resources
Industry, universities and other stakeholders	<ul style="list-style-type: none"> Maintain networks and partnerships; present and test policy proposals; build ownership and capacity; and build understanding of different perspectives on critical issues
Community	<ul style="list-style-type: none"> Engage the community in research matters, science and engineering education, innovation and emergent technologies and act as a principal advocate and thought leader

Role dimensions

Decision making

- Operates with a high level of autonomy regarding the operation of the OSCE
- The role is fully accountable for accurate, valid and high quality strategic policy advice involving scientific and engineering matters

- Regularly liaises with the CSE to discuss/ escalate issues arising and gains clarity on the Secretary's position on sensitive issues (or Ministers' positions in the case of independent reviews).
- Makes decisions as the representative of the CSE at executive meetings and industry forums.
- Determines the appropriate escalation and prioritisation of issues; monitors key deadlines, follows-up responses, and initiates contact where deadlines are close or have been exceeded.
- Promotes the reputation of the CSE with Ministers; and across the public, community and private sectors.

Reporting line

This role reports to the NSW Chief Scientist & Engineer

Direct reports

4 to 6 direct reports depending on work program. Also secretariats from other portfolios for commissioned, special-purpose committees.

Budget/Expenditure

TBA.

Essential requirements



- Demonstrated experience in shaping engagement between government, industry, academia and community, including driving innovation systems at State, national and international levels
- A high profile within the research community with significant experience as a senior executive

Capabilities for the role




The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at <http://www.psc.nsw.gov.au/Sector-Support/Capability-Framework>

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	Highly Advanced
	Act with Integrity	Advanced
	Manage Self	Advanced
	Value Diversity	Adept
 Relationships	Communicate Effectively	Highly Advanced
	Commit to Customer Service	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Highly Advanced

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
	Deliver Results	Advanced
	Plan and Prioritise	Advanced
	Think and Solve Problems	Highly Advanced
	Demonstrate Accountability	Highly Advanced
	Finance	Adept
	Technology	Advanced
	Procurement and Contract Management	Adept
	Project Management	Advanced
	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Business Outcomes	Advanced
	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
Relationships Communicate Effectively	Highly Advanced	<ul style="list-style-type: none"> Articulate complex concepts and put forward compelling arguments and rationales to all levels and types of audiences Speak in a highly articulate and influential manner State the facts and explain their implications for the organisation and key stakeholders Promote the organisation's position with authority and credibility cross-government, cross-jurisdictionally and outside of government Actively listen, and identify ways to ensure all have an opportunity to contribute Anticipate and address key areas of interest for the audience and adapt style under pressure
Relationships Commit to Customer Service	Advanced	<ul style="list-style-type: none"> Promote a culture of quality customer service in the organisation Initiate and develop partnerships with customers to define and evaluate service performance outcomes Promote and manage alliances within the organisation and across the public, private and community sectors Liaise with senior stakeholders on key issues and provide expert and influential advice Identify and incorporate the interests and needs of customers in business process design Ensure that the organisation's systems, processes, policies and programs respond to customer needs
Results Think and Solve Problems	Highly Advanced	<ul style="list-style-type: none"> Establish and promote a culture which encourages initiative and emphasises the value of continuous improvement Engage in high-level critical analysis of a wide range of complex information and formulate effective responses to critical policy issues Identify and evaluate organisation-wide implications when considering proposed solutions to issues

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Demonstrate Accountability	Highly Advanced	<ul style="list-style-type: none"> • Apply lateral thinking and develop innovative solutions that have long standing, organisation-wide impact • Ensure effective governance systems are in place to guarantee quality analysis, research and reform • Direct the development of effective systems for the establishment and measurement of accountabilities, and evaluate ongoing effectiveness • Promote a culture of accountability with clear line of sight to government goals • Set standards and exercise due diligence to ensure work health and safety risks are addressed • Inspire a culture which respects the obligation to manage public monies and other resources responsibly and with probity • Ensure that legislative and regulatory frameworks are applied consistently and effectively across the organisation • Direct the development of short and long term risk management frameworks to ensure the achievement of government aims and objectives
Business Enablers Technology	Advanced	<ul style="list-style-type: none"> • Show commitment to the use of existing and deployment of appropriate new technologies in the workplace • Implement appropriate controls to ensure compliance with information and communications security and use policies • Maintain a level of currency regarding emerging technologies and how they might be applied to support business outcomes • Seek advice from appropriate technical experts to leverage information, communication and other technologies to achieve business outcomes • Implement and monitor appropriate records, information and knowledge management systems protocols and policies
Business Enablers Project Management	Advanced	<ul style="list-style-type: none"> • Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts • Access key subject-matter experts' knowledge to inform project plans and directions • Implement effective stakeholder engagement and communications strategy for all stages of projects • Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans, and minimise impacts • Manage transitions between project stages and ensure that changes are consistent with organisational goals
People Management Manage and Develop People	Advanced	<ul style="list-style-type: none"> • Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • Coach and mentor staff and encourage professional development and continuous learning • Provide timely, constructive and objective feedback to staff • Address and resolve team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives
People Management Inspire Direction and Purpose	Advanced	<ul style="list-style-type: none"> • Promote a sense of purpose and enable others to understand the links between government policy and organisational goals • Build a shared sense of direction, clarify priorities and goals and inspire others to achieve them • Work with others to translate strategic direction into operational goals and build a shared understanding of the link to core business outcomes • Create opportunities for recognising and celebrating high performance at the individual and team level • Work to remove barriers to achievement of goals