

Role Description

Policy and Project Officer, Regional Programs



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Group/Division/Branch	Regional Programs
Location	Regional NSW
Classification/Grade/Band	Clerk Grade 7/8
Role Family	Standard / Policy / Support
ANZSCO Code	132411
PCAT Code	2119192
Date of Approval	July 2022
Agency Website	www.drmsw.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.

The NSW Government's eyes and ears on the ground for regional development and infrastructure delivery, providing multi-agency coordination, program and grant funding, community planning and coordination, and emergency response delivery.

Regional Development and Programs plays a crucial leadership and community-facing role to support improved outcomes in economic development and community wellbeing for regional NSW.

Our Regional Programs branch coordinates critical Regional Youth Task Force activities and delivers sector excellence and leadership in grants design, administration, evaluation and program assurance to support social and economic outcomes for regional NSW.

Primary purpose of the role

The Policy and Project Officer supports the development of grant program related policy proposals and contributes to the delivery of evidence-based projects to solve complex problems to make regional NSW an even better place to live, work and invest. The Policy and Project Officer advises on contemporary issues impacting regional industries and communities and undertakes project management and support activities to contribute to the development and delivery of a range of projects, including operational policy and procedure development and legislative reform within established objectives. The Policy and Policy Officer has a specific focus on NSW Government funding through grant programs.

Key accountabilities

- Undertake research and analysis, reviewing alternatives in relation to policy deliverables, to contribute to the policy process and inform decision making.
- Prepare and review policy advice to ensure alignment with policy directions.
- Communicate with key stakeholders and coordinate working groups, committee meetings, and stakeholder consultations to support engagement as well as policy development and implementation.
- Prepare project documentation for reporting, monitoring and evaluation purposes, and implement and monitor project plans, to ensure accessibility of quality information to support effective decision making and contribute to the timely achievement of project outcomes that are on budget, to quality standards and within agreed scope in line with established agency project management methodology.
- Identify and interpret relevant statutory provisions and prepare clear procedures for staff to provide clarity in the performance of their role
- Undertake the evaluation of operational policy and procedures to assess appropriateness, effectiveness and efficiency, and to determine the need for corrective action and review
- Provide timely, relevant analysis and advice to strategic policy issues including through coordination of cross divisional input.
- Provide policy and project management support services for the Manager and Director, including preparation and maintenance of reports, discussion papers, briefs and submissions and provision of functions involving cross-government stakeholder engagement and project and resource coordination, to contribute to the development and delivery of policy initiatives.

Key challenges

- Performing a range of policy and project development activities, given competing demands and priorities, and the need to adapt and assimilate information quickly to ensure policy outcomes are achieved.
- Researching, analysing and evaluating information, applying a proficient level of analytical, creative reasoning, and interpersonal skills in dealing with a range of complex issues whilst working in a high volume and often sensitive environment.
- Ensuring the availability of clear policies and procedures that will support staff to undertake their duties.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none">• Consult, receive direction and discuss issues.• Participate in discussions and decisions regarding policy development• Escalate issues and propose solutions• Receive guidance and provide regular updates on key tasks, issues and priorities• Discuss work progress, escalate issues, advise and keep informed• Assist in providing expert briefings on new and emerging issues, and to report on Project performance
Work team	<ul style="list-style-type: none">• Support team members and work collaboratively to contribute to achieving team outcomes• Provide and receive feedback

	<ul style="list-style-type: none"> Participate in meetings, share information and provide input on issues
Director	<ul style="list-style-type: none"> Receive overall direction on the strategy and agency priorities
Other Departmental staff	<ul style="list-style-type: none"> Exchange information and assist in coordination of policy issues across the Department
External	
Stakeholders	<ul style="list-style-type: none"> Respond to enquiries Develop and maintain effective working relationships and open channels of communication Report and provide updates on project and policy status
NSW Government agencies	<ul style="list-style-type: none"> Provide information and advice on policy matters. Consult, as approved, to obtain access to information and different perspectives, to identify emerging policy issues and work on intergovernmental policy initiatives

Role dimensions

Decision making

- Undertakes day to day tasks independently and develops own priorities in accordance with the work plan and unit work demands.
- Assesses and advises on appropriate approaches on policy issues for the Division.
- Has autonomy to manage tasks and projects and co-ordinates the program/project either individually or participates within teams and manages individual priorities and performance
- Refers critical issues to the manager

Reporting line

Manager, Policy & Coordination

Direct reports

Nil.

Budget/Expenditure

Nil.

Key knowledge and experience

- Experience in the development and delivery of high-level strategic advice and programs to Government.

Essential requirements

- Tertiary qualifications and/or demonstrated experience relevant to the role.

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	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> Be flexible and adaptable and respond quickly when situations change Offer own opinion and raise challenging issues Listen when ideas are challenged and respond appropriately Work through challenges Remain calm and focused in challenging situations 	Intermediate
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<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
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<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
	Deliver Results	<ul style="list-style-type: none"> Seek and apply specialist advice when required 	Intermediate

 <p>Results</p>	<p>Achieve results through the efficient use of resources and a commitment to quality outcomes</p>	<ul style="list-style-type: none"> • Complete work tasks within set budgets, timeframes and standards • Take the initiative to progress and deliver own work and that of the team or unit • Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals • Identify any barriers to achieving results and resolve these where possible • Proactively change or adjust plans when needed 	
	<p>Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions</p>	<ul style="list-style-type: none"> • 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
	<p>Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines</p>	<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
 <p>Business Enablers</p>	<p>Project Management Understand and apply effective planning, coordination and control methods</p>	<ul style="list-style-type: none"> • Understand all components of the project management process, including the need to consider change management to realise business benefits • Prepare clear project proposals and accurate estimates of required costs and resources • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Identify and evaluate risks associated with the project and develop mitigation strategies • Identify and consult stakeholders to inform the project strategy • Communicate the project's objectives and its expected benefits • Monitor the completion of project milestones against goals and take necessary action • Evaluate progress and identify improvements to inform future projects 	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	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	Intermediate
 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	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	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