# Role Description

# Project Officer (Targeted)

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| **Role Description Fields** | **Details** |
| **Cluster** | **Premier and Cabinet** |
| **Department/Agency** | **Premier's Department** |
| **Division/Branch/Unit** | **Aboriginal Affairs NSW / Community Partnerships** |
| **Role number** | **Various** |
| **Classification/Grade/Band** | **Clerk Grade 7/8** |
| **Senior executive work level standards** | **Not Applicable** |
| **ANZSCO Code** | **132411** |
| **PCAT Code** | **2119192** |
| **Date of Approval** | **July 2023** |
| **Agency Website** | [**https://www.nsw.gov.au/premiers-department**](https://www.nsw.gov.au/premiers-department) **and** [**www.aboriginalaffairs.nsw.gov.au**](http://www.aboriginalaffairs.nsw.gov.au) |

## Agency overview

The Premier’s Department is connecting to deliver from the heart of government.

* Leads the NSW public service by fostering a culture of service and collaboration, promoting strong public sector performance and promoting the voice of Aboriginal people and communities across the sector. ​
* Ensures a whole of government response to urgent issues and crises by coordinating cross-agency responses to support our communities when they need it most. ​​
* Delivers government priorities and election commitments, including complex, multi-agency projects.​

For more information go to <https://www.nsw.gov.au/premiers-department>

**Aboriginal Affairs overview**  
Aboriginal Affairs NSW works alongside Aboriginal people and communities to make sure their voices are heard and their interests represented in government. By leading and influencing policy change in government, we support the long-term social, cultural and economic aspirations of Aboriginal people in NSW. Our agency works closely with Aboriginal communities and our staffing reflects the diversity of these communities. Over 50 percent of our staff, including senior leadership, identify as Aboriginal. We are also committed to providing a culturally safe and supportive workplace with flexible working arrangements for all staff.

To learn more about our work visit [www.aboriginalaffairs.nsw.gov.au](http://www.aboriginalaffairs.nsw.gov.au)

## Primary purpose of the role

The project officer will project manage and support activities to contribute to the development and delivery of an emergency management program with Aboriginal communities impacted or at high risk of natural disasters to work on an emergency management initiative and programs to strengthen community disaster response capability.

## Key accountabilities

* Contribute to the implementation of an emergency management program that support Aboriginal Communities to design local emergency initiatives to support disaster preparedness, response and recovery for communities affected natural disasters.
* Contribute to the design, implementation and coordination of projects and initiatives that enhance disaster, emergency and risk planning and preparedness in Aboriginal communities and align with government strategies and initiatives that meet the immediate and long term needs of Aboriginal communities.
* Provide a range of project management and support services, including preparation of reports and briefs, coordinating resources, maintaining project documentation and implementing and monitoring project plans, to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope, in line with established agency project management methodology Partner with Aboriginal stakeholders to identify their emergency management priorities, develop plans to address these needs and support communities through seeking resources and support from local emergency services and government agencies.
* 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 project management and support services, given tight deadlines, limited resources and the need to manage competing priorities
* Responsibilities are undertaken in a complex whole of government environment committed to working in partnership with Aboriginal communities and other key internal and external stakeholders
* The position holder is responsible for sourcing accurate data and other information for evaluation and reporting purposes. Sensitivity is required to obtain relevant information in a timely manner from a range of sources

## Key relationships

**Internal**

|  |  |
| --- | --- |
| Who | Why |
| Manager | * Provide advice and contribute to decision making regarding projects and issues; Escalate issues and propose solutions; Receive guidance and provide regular updates on projects, issues and priorities * Provide advice and support the Emergency Management team leaders to make decisions and escalate issues to executive. |
| Project Team | * Support team members and work collaboratively to contribute to achieving team outcomes |
| Stakeholders | * Develop and maintain effective relationships and open channels of communication; Exchange information and respond to enquiries |

**External**

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| --- | --- |
| Who | Why |
| Stakeholders | * Build and maintain effective relationships and open channels of communication with a variety of external stakeholders |

## Role dimensions

### Decision making

N/A

### Reporting line

Senior Project Officer, Clerk Grade 9/10

### Direct reports

Nil

### Budget/Expenditure

Nil. The role holder must obtain prior approval from the appropriate delegate and budget holder before incurring expenses.  
For allocated priority projects, this role, has responsibility for ensuring value for money, preparing accurate estimates and costs and resources and monitoring project budgets over the life of the project, including highlighting any risks and possible solutions.

## **Key knowledge and experience**

* Understanding of issues relating to Aboriginal communities
* Knowledge of the NSW Local Aboriginal Land Council network and how it operates

## Essential requirements

* Demonstrated ability to communicate sensitively and effectively with, and understand issues impacting on Aboriginal and Torres Strait Islander peoples

## Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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

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| --- | --- | --- | --- |
| **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 | 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 |
| personal-attributes | **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | 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 | 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 |
| results | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | 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 |
| results | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | Ask questions to explore and understand issues and problems  Find and check information needed to complete own work tasks  Identify and inform supervisor of issues that may have an impact on completing tasks  Escalate more complex issues and problems when these are identified  Share ideas about ways to improve work tasks and solve problems  Consider user needs when contributing to solutions and improvements | Foundational |
| business-enablers | **Project Management**  Understand and apply effective planning, coordination and control methods | 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.

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| **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 |
| personal-attributes | 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 |
| relationships | Work Collaboratively | Collaborate with others and value their contribution | Intermediate |
| relationships | 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 |
| results | 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 |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |