

Role Description

Director – Infrastructure Advisory & Program Assurance



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Public Works Advisory
Location	Whole of NSW
Classification/Grade/Band	Senior Executive Band 1
Senior Executive Work Level Standards	Work Contribution Stream: Service/Operational Delivery
ANZSCO Code	TBC
PCAT Code	TBC
Date of Approval	TBC
Agency Website	nsw.gov.au/regionalnsw

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.

Public Works Advisory (PWA) is part of the Department of Regional NSW. PWA 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.

Primary purpose of the role

Lead the development, promotion and assure the technical quality of specialised services for state agencies and local government relating to strategic infrastructure procurement and planning advice, program assurance, sustainability and asset management.

Lead the Grant Program Assurance Team and other temporary extremely high-profile program offices to deliver high quality program management, project assurance, stakeholder and community engagement and deliverability assessment services.

Key accountabilities

- Provide high quality and independent advice as required to a broad range of clients regarding factors relevant to strategic long-term infrastructure planning including asset management, sustainability and risk.
- Lead the billion-dollar Grant Program Assurance Team and provide solutions focused innovative

guidance in the completion of reporting and assurance tasks, while managing client delivery expectations; Provide executive level support in the resolution of issues and in liaison with the Regional Programs and Grant Management Evaluation and Reporting Teams.

- Provide leadership to temporary strategic infrastructure delivery coordination teams, working in collaboration with state agencies and local government to provide hundreds of millions of dollars of prioritised infrastructure recovery in regional communities following natural disasters including floods and bushfires.
- Drive a sustainability and social procurement ethos across large portfolios and programs to achieve positive outcomes in climate resilience, sustainable asset management, energy and water efficiency, materials recycling and alternative technologies.
- Liaise with senior stakeholders on key infrastructure advisory, sustainability and asset management issues and lead the provision of expert and influential advice consistent with state government objectives, agency requirements and local government operational plans. Contribute to the identification and delivery of prioritised community infrastructure across regional NSW.
- Maintain a high professional profile within relevant networks and effectively market PWA asset management, sustainability, advisory and assurance services to existing and prospective clients, helping to achieve approved revenue targets.
- Develop innovative solutions and financial options, including optimal private sector involvement, that deliver client agencies and the State value for money, superior procurement, market access and assurance outcomes in executing projects.
- Identify and define the major strategic issues for client agencies and integrate diverse stakeholder interests with the Government's broader agenda to inform the development and prioritisation of project initiatives and to proactively understand and mitigate risks.

Key challenges

- Delivering accelerated results, certainty and stakeholder alignment for some of Government's most critical and high-profile regional infrastructure programs and disaster recovery efforts
- Contributing to successful change and reform for PWA, driving innovation in all facets of the business and working to build the client base and business.
- Working with other Directors and staff to build a collaborative and high performing team, and help define the organisational operating model, brand and value proposition of PWA.

Key relationships

Who	Why
Internal	
Executive Director	<ul style="list-style-type: none">• Provide strategic and expert advice and guidance on technical issues and industry trends• Develop and communicate performance with regards to business development initiatives and desired outcomes
Group Director Advisory & Partnerships	<ul style="list-style-type: none">• Provide strategic and expert advice and guidance on technical issues and industry trends• Communicate information related to performance against budgets, risks and opportunities and outcome measures
Clients/Customers	<ul style="list-style-type: none">• Provide strategic and expert advice and guidance on technical expertise related issues
External	
Customers / Stakeholders	<ul style="list-style-type: none">• Develop and maintain effective working relationships and open channels of communication to improve the profile of Public Works Advisory• Contribute to a client focused approach to service delivery• Engage, at a senior level, and identify and develop business opportunities and innovative solution concepts across domains
Vendors/Service Providers / Industry professionals/ consultants	<ul style="list-style-type: none">• Monitor the provision of service to ensure compliance with client needs and service arrangements• Seek/maintain specialist knowledge/advice and collaborate on issues and keep up with best practice in technical area of expertise

Role dimensions

Decision making

Significant autonomy and authority to make decisions, set priorities and direction specific to the achievement of technical solutions and outcomes, for the portfolio of projects. Exercises professional and technical judgement with regards to the quality of technical solutions proposed and delivered. Formal delegations are in line with the Government and Departmental delegations.

Reporting Line

The role reports to the Group Director, Advisory & Partnerships.

Direct reports

6 direct reports (with approximately 30 indirect reports)

Budget/Expenditure

As per the Department's financial delegations

Key knowledge and experience

- Extensive experience in end-to-end construction procurement and project management on large complex infrastructure projects, and client-side project experience

- Experience in business development and gaining new business in a challenging and competitive environment.
- High level of business and commercial acumen complemented with a knowledge of contemporary trends in the asset management, sustainability and advisory environment, together with leadership experience

Essential requirements

- Qualifications in technical area of expertise (engineering, project management, planning or similar).
- Exceptional stakeholder management and communication skills, with a track record of being able to build and coordinate teams and manage diverse stakeholder groups in high pressure environments to deliver results.
- Considerable experience operating in commercial environment.
- NSW driver's license

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"> • 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
 Relationships	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> • Influence others with a fair and considered approach and present persuasive counter-arguments • Work towards mutually beneficial 'win-win' outcomes • Show sensitivity and understanding in resolving acute and complex conflicts and differences • Identify key stakeholders and gain their support in advance • Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise • Anticipate and minimise conflict within the organisation and with external stakeholders 	Advanced
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> • Seek and apply the expertise of key individuals to achieve organisational outcomes • Drive a culture of achievement and acknowledge input from others • Determine how outcomes will be measured and guide others on evaluation methods • Investigate and create opportunities to enhance the achievement of organisational objectives • Make sure others understand that on-time and on-budget results are required and how overall success is defined • Control business unit output to ensure government outcomes are achieved within budgets • Progress organisational priorities and ensure that resources are acquired and used effectively 	Advanced


FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	<p>Plan and Prioritise</p> <p>Plan to achieve priority outcomes and respond flexibly to changing circumstances</p>	<ul style="list-style-type: none"> Understand the links between the business unit, organisation and the whole-of-government agenda Ensure business plan goals are clear and appropriate and include contingency provisions Monitor the progress of initiatives and make necessary adjustments Anticipate and assess the impact of changes, including government policy and economic conditions, on business plans and initiatives and respond appropriately Consider the implications of a wide range of complex issues and shift business priorities when necessary Undertake planning to help the organisation transition through change initiatives, and evaluate progress and outcomes to inform future planning 	Advanced
	<p>Demonstrate Accountability</p> <p>Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines</p>	<ul style="list-style-type: none"> Design and develop systems to establish and measure accountabilities Ensure accountabilities are exercised in line with government and business goals Exercise due diligence to ensure work health and safety risks are addressed Oversee quality assurance practices Model the highest standards of financial probity, demonstrating respect for public monies and other resources Monitor and maintain business-unit knowledge of and compliance with legislative and regulatory frameworks Incorporate sound risk management principles and strategies into business planning 	Advanced

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Business Enablers</p>	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	<ul style="list-style-type: none"> • Ensure that whole-of-government approaches to procurement and contract management are integrated into the organisation's policies and practices • Ensure that effective governance processes are in place for the organisation's provider, supplier and contractor management, tendering, procurement and contracting policies, processes and outcomes <p>and the effectiveness of procurement and contract ma</p> <hr/> <ul style="list-style-type: none"> • Ensure there are systems and effective governance processes in place for project management • Make decisions on accepting projects based on business cases 	Highly Advanced
	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> • Use the historical, political and broader context to inform project directions and mitigate risk • Obtain key stakeholders' commitment to major project strategies, including crossorganisational initiatives, and ensure ongoing communication • Ensure that project risks are managed effectively, and appropriate strategies are in place to respond to variances • Drive the changes required to realise the business benefits of the project • Ensure that project management decisions consider interdependencies <hr/>	Highly Advanced

FOCUS CAPABILITIES






Capability group/sets	Capability name	Behavioural indicators	Level
	Optimise Business Outcomes Manage people and resources effectively to achieve public value	<ul style="list-style-type: none"> • Initiate and develop longer-term goals and plans to guide the work of the team in line with organisational objectives • Allocate resources to ensure the achievement of business outcomes and contribute to wider workforce planning • When planning resources, implement processes that encourage the attraction and retention of people of diverse cultures, backgrounds and experiences • Ensure that team members base their decisions on a sound understanding of business and risk management principles, applied in a public sector context • Monitor performance against standards and take timely corrective actions • Keep others informed about progress and performance outcomes 	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	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Advanced
	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	Adept
 Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Advanced
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Advanced
	Work Collaboratively	Collaborate with others and value their contribution	Adept
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Advanced
 Business Enablers	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
 People Management	Manage and Develop People	Engage and motivate staff, and develop capability and potential in others	Advanced
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Adept