

Role Description

Policy Officer



Planning,
Industry &
Environment

Cluster	Planning, Industry and Environment
Agency	Department of Planning, Industry and Environment
Division/Branch/Unit	Office of the Secretary
Location	Sydney/Parramatta
Classification/Grade/Band	Clerk Grade 7/8
Role Family	Bespoke/Policy/Deliver
ANZSCO Code	224412
PCAT Code	1119192
Date of Approval	September 2019
Cluster website	http://www.dpie.nsw.gov.au

Agency overview

The Planning, Industry and Environment Cluster was formed in 2019. The Cluster drives greater levels of integration and efficiency across key areas such as long-term planning, precincts, housing, property, infrastructure priorities, open space, the environment, our natural resources – land, water, mining – energy, and growing our industries. There is a strong emphasis on regional NSW

Primary purpose of the role

The Policy Officer supports implementation of Department of Planning, Industry and Environment's (DPIE's) Cabinet system and work program, to help achieve the strategic objectives of the NSW Government and create good outcomes for the people of NSW.

The role liaises and coordinates across the Cluster and uses applied policy skills to provide analysis and advice, to create solutions and support decision-making through Cabinet.

Key accountabilities

- Support the delivery of DPIE's Cabinet system and program, including facilitate development and analysis of cabinet submissions and contribute to Ministerial and departmental briefing papers, advice, correspondence and documents, to ensure information is current, accurate and objectives.
- Review and analyse policies and regulatory frameworks and their impact on the cluster and the people and environment of NSW. Provide quality and timely policy advice, ensuring alignment with NSW Government priorities, to support decision making by managers, Secretary, Leadership Team, other agencies and Ministers.
- Provide a range of project management and support services, including support for progressing, monitoring, evaluating and reporting on the Cabinet agenda and DPIE cabinet work program, to contribute to policy initiatives.

- Communicate and collaborate with key stakeholders, internally and across the NSW Government, to help leverage a whole-of-Government approach, identify emerging issues, to support well informed policy, to take account of opportunities and risks, and to help identify solutions.

Key challenges

- Performing a range of policy analysis and reporting activities within tight timeframes, balancing competing demands and priorities, and adapting and assimilating information quickly to support policy outcomes.
- Maintaining contact networks and collaborating with internal and external stakeholders to support strategic whole-of-Government solutions on a range of complex and/or politically sensitive policy matters, in a high volume work environment.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Participate in discussions regarding policy development, and Cabinet program and processes • Escalate issues and contribute to solutions • Receive guidance and provide regular updates on key tasks, issues and priorities
Work Team	<ul style="list-style-type: none"> • Support team members and work collaboratively to contribute to achieving team outcomes • Provide and receive feedback • Participate in meetings, share information and provide input on issues
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 Cabinet status
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 Cabinet status

Role dimensions

Decision making

- The Policy Officer works within the broadly defined outcomes and within a framework of corporate policies, budget allocation and a business plan.

- The Policy Officer is required to provide advice to management to support decision making within tight timeframes ensuring input and advice is current, accurate, objective, and based on sound evidence.

Reporting line

The role will report to the Manager or allocated Supervisor.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

Project management skills and experience.

Understanding of policy, reforms and related legislation.

Understanding of the machinery of Government and the policy process.





Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework.

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	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

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	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and follow legislation, rules, policies, guidelines and codes of conduct • Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct • Recognise and report misconduct, illegal or inappropriate behaviour • Report and manage apparent conflicts of interest
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate a high level of personal motivation
		<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Build a supportive and co-operative team environment Share information and learning across teams Acknowledge outcomes which were achieved by effective collaboration Engage other teams/units to share information and solve issues and problems jointly Support others in challenging situations
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> Understand the team/unit objectives and align operational activities accordingly Initiate, and develop team goals and plans and use feedback to inform future planning Respond proactively to changing circumstances and adjust plans and schedules when necessary Consider the implications of immediate and long term organisational issues and how these might impact on the achievement of team/unit goals Accommodate and respond with initiative to changing priorities and operating environments
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> Research and analyse information and make recommendations based on relevant evidence Identify issues that may hinder completion of tasks and find appropriate solutions Be willing to seek out input from others and share own ideas to achieve best outcomes Identify ways to improve systems or processes which are used by the team/unit
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> Perform basic research and analysis which others will use to inform project directions Understand project goals, steps to be undertaken and expected outcomes Prepare accurate documentation to support cost or resource estimates Participate and contribute to reviews of progress, outcomes and future improvements

NSW Public Sector Capability Framework

Group and Capability

Level

Behavioural Indicators

- Identify and escalate any possible variance from project plans