# Role Description

# Senior Associate, Project

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| **Role Description Fields** | **Details** |
| **Cluster** | **Premier and Cabinet** |
| **Department/Agency** | **The Cabinet Office** |
| **Division/Branch/Unit** | **Social Policy and Intergovernmental Relations Group / Women NSW Branch** |
| **Role number** | **Various** |
| **Classification/Grade/Band** | **Clerk Grade 9/10** |
| **Senior executive work level standards** | **Not Applicable** |
| **ANZSCO Code** | **511112** |
| **PCAT Code** | **3119192** |
| **Date of Approval** | **October 2024** |
| **Agency Website** | [**https://www.nsw.gov.au/the-cabinet-office**](https://www.nsw.gov.au/the-cabinet-office) |

## Agency overview

The Cabinet Office (**TCO**) leads policy, strategy and integrity from the heart of Government.

TCO:

* supports the Premier and Cabinet in their roles as decision-makers with expert policy advice informed by data, evidence, consultation and a focus on the bigger picture.
* coordinates, and at times leads, policy reform to drive the Government’s priorities.
* advances NSW's interests at a national level through strategic advice to the Premier and Cabinet on intergovernmental matters.
* upholds Cabinet conventions and good Cabinet practice to support better decision-making, including support for the Secretary in their role as Cabinet Secretary.
* helps the Government deliver its agenda lawfully and effectively through good governance and expert legal advice.
* builds public trust in government by supporting institutional and individual integrity.

TCO is made up of three groups: the Office of General Counsel (**OGC**), Social Policy and Intergovernmental Relations (**SPIR**) and Economic and Environmental Policy (**EEP**).

For more information go to <https://www.nsw.gov.au/the-cabinet-office>

## Primary purpose of the role

Manage specialist project, event and/or program activities as required to provide a high level of strategic advice to support the successful delivery of initiatives to achieve the outcomes expected of the project, program and or event.

## Key accountabilities

* Provide high quality and timely advice to the Associate Director regarding projects, programs, events, strategies, risks and issues to keep relevant groups informed and facilitate informed decisions.
* Implement and monitor a project’s operational plan and phases, including the coordination of activities of a variety of clients and/or team members associated with achieving the project/event objectives.
* Monitor the budgets and targets of projects, programs and events to ensure effective and appropriate use of funds.
* Develop and maintain effective working relationships and communications across the public sector, with private sector organisations and with key internal and external stakeholders to progress, monitor and support the implementation of priority projects, programs and events.
* Review project, program or event implementation, to ensure consistency with Government objectives by scoping and preparing project plans, development of briefs, identification of stakeholder and interest groups, physical resources, and key milestones. Reporting on outcomes and evaluation methodology.
* Research and prepare advice in the form of correspondence or briefs to respond to Ministerial, Cabinet, Departmental or community requests.

## Key challenges

* Providing considered advice and solutions in a high-volume work environment, with competing priorities and deadlines which are often changing and unpredictable.
* Providing professional and high quality services that are responsive to stakeholder requirements, whilst subject to public and media scrutiny.
* Communicating and consulting effectively with a broad range of internal and external stakeholders with diverse needs and viewpoints.

## Key relationships

**Internal**

|  |  |
| --- | --- |
| Who | Why |
| Associate Director | * Report on and provide advice on projects, events, programs, strategies, risks and issues to facilitate informed decisions.
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| Work team | * Maintain effective working relationships to ensure collaboration and communication to facilitate a consolidated approach.
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**External**

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| --- | --- |
| Who | Why |
| External stakeholders | * Develop and maintain effective working relationships to deliver key initiatives and projects.
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## Role dimensions

### Decision making

Decisions which are made by the role holder include:

* Setting work priorities within agreed parameters and approved work and project plans, organising and managing own workload and allocation of tasks to any staff assisting with projects.
* Decides the format, content and tone of reports, briefs and other work in conjunction with a manager / director and decides the scope, content and format of information provided key stakeholders, liaising with the manager when necessary.

Decisions referred to a supervisor include:

* Any requiring or resulting in significant changes to project outcomes or timeframes; those with the potential to escalate or create precedent; matters requiring a higher administrative or financial delegation or submission to a higher level of management.

### Reporting line

The Senior Associate, Project reports to the Associate Director.

## Essential requirements

* Sound experience in undertaking all aspects of project work – research, development, implementation, review and evaluation.
* Appropriate tertiary qualifications or equivalent, relevant professional experience and training.

## 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 | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | Represent the organisation in an honest, ethical and professional way and encourage others to do soAct professionally and support a culture of integrityIdentify and explain ethical issues and set an example for others to followEnsure that others are aware of and understand the legislation and policy framework within which they operateAct to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
| relationships | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiencesClearly explain complex concepts and arguments to individuals and groupsCreate opportunities for others to be heard, listen attentively and encourage them to express their viewsShare information across teams and units to enable informed decision makingWrite fluently in plain English and in a range of styles and formatsUse contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| relationships | **Work Collaboratively**Collaborate with others and value their contribution | Encourage a culture that recognises the value of collaborationBuild cooperation and overcome barriers to information sharing and communication across teams and unitsShare lessons learned across teams and unitsIdentify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to workActively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |
| results | **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | Consider the future aims and goals of the team, unit and organisation when prioritising own and others’ workInitiate, prioritise, consult on and develop team and unit goals, strategies and plansAnticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responsesEnsure current work plans and activities support and are consistent with organisational change initiativesEvaluate outcomes and adjust future plans accordingly | Adept |
| business-enablers | **Project Management**Understand and apply effective planning, coordination and control methods | Prepare and review project scope and business cases for projects with multiple interdependenciesAccess key subject-matter experts’ knowledge to inform project plans and directionsDesign and implement effective stakeholder engagement and communications strategies for all project stagesMonitor project completion and implement effective and rigorous project evaluation methodologies to inform future planningDevelop effective strategies to remedy variances from project plans and minimise impactManage transitions between project stages and ensure that changes are consistent with organisational goalsParticipate in governance processes such as project steering groups | Advanced |
| people-management | **Manage and Develop People**Engage and motivate staff, and develop capability and potential in others | Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomesAdjust performance development processes to meet the diverse abilities and needs of individuals and teamsDevelop work plans that consider capability, strengths and opportunities for developmentBe aware of the influences of bias when managing team membersSeek feedback on own management capabilities and develop strategies to address any gapsAddress and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective wayMonitor and report on team performance in line with established performance development frameworks | 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 | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| personal-attributes | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Advanced |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Adept |
| relationships | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| relationships | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Adept |
| results | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| results | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Adept |
| 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 |
| people-management | Inspire Direction and Purpose | Communicate goals, priorities and vision, and recognise achievements | Intermediate |
| people-management | Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Intermediate |
| people-management | Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Intermediate |