

Role Description

Principal Policy Officer, Intergovernmental



Planning,
Industry &
Environment

Cluster	Planning, Industry & Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Water/ Office of the Deputy and Strategic Relations
Location	Location negotiable
Classification/Grade/Band	Clerk 11/12
Role Family	Bespoke/ Policy/ Lead
ANZSCO Code	132411
PCAT Code	2119192
Date of Approval	July 2019 (February 2020; July 2020)
Agency Website	https://www.dpie.nsw.gov.au

Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

The Water Group leads the NSW Government in providing confidence to communities and stakeholders with the transparent stewardship of water resources, provision of services and reforms that support sustainable and healthy environments, economies and societies across NSW.

Primary purpose of the role

Coordinates and positions NSW interests at relevant Commonwealth and interjurisdictional forums, including Murray-Darling Basin related committees, and assisting in the translation of NSW Government policy into the intergovernmental agenda. The role will lead NSW Government engagement, including providing strategic policy advice to the Water Executive and the Minister, regarding Murray-Darling Basin Plan implementation, Border Rivers Commission, National Water Initiative and other inter-jurisdictional matters.

Key accountabilities

- Provide strategic advice to the Director Office of the Deputy and Strategic Relations on key intergovernmental matters, through the identification of key policy issues and subsequent development of evidenced based briefings and reports to support effective and informed decision making
- Analyse legislation and intergovernmental agreements to provide effective advice for engagement and interaction at Intergovernmental committees, ensuring the best possible outcomes for NSW.

- Coordinate across Water and relevant NSW agencies, to deliver sound research and analysis of water management frameworks through the identification of emerging problems, evaluating strategies to seek leverage and influence in negotiations, to ensure outcomes in accordance with identified government outcomes
- Support the senior executive in negotiations across interjurisdictional committees and assist the passage of policy and related documents through cabinet and parliamentary processes
- Promote and support the adoption of key principles and direction across Water and other NSW agencies in relation to intergovernmental interactions, including the implementation of Basin Plan policy and projects, to ensure consistency across the NSW Government
- Foster strong links across relevant NSW and interstate government agencies and support the effective governance frameworks
- Provide advice and detail to inform effective communication with stakeholders, to build understanding and support for NSW Government policy and intergovernmental strategy

Key challenges

- Using discretion and judgment to deal with complex and sensitive issues, liaising effectively across the NSW Government and other jurisdictions.
- Balancing competing demands to deliver a range of project, policy and information deliverables.
- Undertaking relationship management at a senior level with other Government agencies and stakeholders.

Key relationships

Who	Why
Internal	
Director, Office of the Deputy and Strategic Relations	<ul style="list-style-type: none"> • Deliver advice and provide updates on the status of intergovernmental matters, including outcomes of various committees • Escalate issues, and advise and present recommendations regarding the potential solutions
Water Executive	<ul style="list-style-type: none"> • Coordinate across groups to deliver comprehensive and sound advice for intergovernmental interactions
Internal project partners	<ul style="list-style-type: none"> • Support collaboration, ensure key tasks are completed and partners are aware of their accountabilities for the timely delivery of project outcomes
Team	<ul style="list-style-type: none"> • Actively contribute to the team's objectives and identified outcomes
External	
NSW Government agencies	<ul style="list-style-type: none"> • Build supporting relationships and provide direction for NSW Government water policy. • Proactively establish and maintain effective working relationships with peers and across agencies relative to multiple Board and industry Working Group secretariat functions
Stakeholders	<ul style="list-style-type: none"> • To gather information, build and maintain effective and supportive relationships and to assist the Director.
Interjurisdictional government agencies	<ul style="list-style-type: none"> • Build supporting relationships and liaise with other governments on interjurisdictional matters.

Who	Why
Minister	<ul style="list-style-type: none"> Ensure the Minister has current and sound advice on interjurisdictional matters.

Role dimensions

Decision making

- Works with the Director to develop strategic direction to deliver outcomes for the best possible outcomes for NSW.
- Deals with confidential, sensitive and/or contentious matters.
- Builds networks throughout the department and with cluster and government entities.

Reporting line

Director Office of the Deputy and Strategic Relations

Direct reports

Nil

Budget/Expenditure

Nil

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"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour 	Adept
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> • Present with credibility, engage diverse audiences and test levels of understanding • Translate technical and complex information clearly and concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Contribute to and promote information sharing across the organisation • Manage complex communications that involve understanding and responding to multiple and divergent viewpoints • Explore creative ways to engage diverse audiences and communicate information • Adjust style and approach to optimise outcomes • Write fluently and persuasively in plain English and in a range of styles and formats 	Advanced
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> • Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community 	Adept


FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> • Encourage a culture that recognises the value of collaboration • Build cooperation and overcome barriers to information sharing and communication across teams and units • Share lessons learned across teams and units • Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work • Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services 	Adept
	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

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> • Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements • Implement systems and processes that are underpinned by high-quality research and analysis • Look for opportunities to design innovative solutions to meet user needs and service demands • Evaluate the performance and effectiveness of services, policies and programs against clear criteria 	Advanced
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> • Assess work outcomes and identify and share learnings to inform future actions • Ensure that own actions and those of others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety • Conduct and report on quality control audits • Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks 	Adept

FOCUS CAPABILITIES




Capability group/sets	Capability name	Behavioural indicators	Level
 Business Enablers	Project Management Understand and apply effective planning, coordination and control methods	<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	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	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	Intermediate
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	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	Intermediate