

Role Description

Manager Economic Policy



Regional
NSW

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Strategy, Delivery & Performance
Location	NSW
Classification/Grade/Band	Clerk Grade 11/12
Role Family	Adapted/Policy/Lead
ANZSCO Code	132411
PCAT Code	2119192
Date of Approval	July 2020
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.

Primary purpose of the role

The Manager Economic Policy leads and coordinates a team to develop evidence-based policy frameworks that deliver on high profile government priorities. The role also provides expert strategic economic and policy advice to senior decision-makers, and drives the development of new solutions at all stages of the policy cycle from research and analysis through to implementation and evaluation.

Key accountabilities

- Lead the delivery of policy services including problem identification, evidence collation, policy development, economic and options analysis, consultation, identification of success measures and evaluation strategies, and strategic planning to develop cost-effective, targeted, evidence-based industry, innovation and regional economic development policy within tight timeframes.
- Experience in the provision of high-level advice related to policy and regulatory reform and the development and delivery of changes to strategic policy, legislative change and operational programs.
- Experience in developing new proposals and ideas including using evidence to justify the problem, options analysis and preparation of cabinet submissions.
- Assist the stewarding of policy and related documents through government approval processes, negotiating with senior government and Ministerial representatives to successfully manage the end to end process
- Maintain awareness of emerging economic and industry related policy issues, nationally and internationally, approaches of other jurisdictions, and advances in academic and economic thinking

- Maintain systems to ensure robust comprehensive reports and documents, that withstand expert external scrutiny for all recommended policies and proposed intervention measures
- Foster strong links with key central agencies, stakeholders, academic institutions and other jurisdictions to ensure the Division is developing best practice and relevant policy solutions, leveraging a whole of government approach and reducing red tape, costs and other industry impediments
- Manage a team that works closely with a range of business areas within the Department and across the sector to deliver Ministerial and Cluster priorities in a fast-paced workplace.

Key challenges

- Effectively using current knowledge of the extensive range of data, information, legislation and policy settings affecting regional development in NSW and making recommendations on a range of complex and/or politically sensitive alternatives.
- Undertaking relationship management, at a senior level, with government agencies and negotiating whole-of-Government positions in association with other Government agencies and stakeholders.
- Establishing rigorous project management and policy development, managing multiple policy issues, implementing and reviewing systems and methodologies in a time sensitive environment.

Key relationships

Who	Why
Internal	
Executive Director and Director	<ul style="list-style-type: none"> • Advising on robust policy processes to drive strategic and system reforms • Providing objective, evidence-based advice and analysis on policy issues and the coordination of responses • Act as subject matter expert on policy frameworks and reform, providing strategic policy advice and recommendations to support organisational decisions and initiatives • Providing advice on issues management and responses
Work team	<ul style="list-style-type: none"> • Provide day to day management of team to deliver Cluster priorities • Develop capabilities of staff through oversight of work and regular performance conversations, including through the formal performance development framework
Other Cluster Policy Directors and Executive	<ul style="list-style-type: none"> • Manage projects and prepare reports, briefs and recommendations that inform development of high level policy advice. • Provide advice and guidance pertaining to the analysis and management of strategies, policies and legislative frameworks for primary industries and natural resource management, advising on emergent or contentious issues and presenting solutions • Collaborating closely on strategy development, business planning, submission of briefs and advice, and management of significant projects and/or issues
External	
Treasury, Department of Premier and Cabinet and other State and federal government agencies; local	<ul style="list-style-type: none"> • Build relationships and facilitate the identification of industry, innovation and regional opportunities and risks, to develop concepts and negotiate research and program priorities

Who	Why
government	<ul style="list-style-type: none"> Test proposed policy positions, deliver advice and advocate policy settings and strategies to support primary industries
Business leaders, academics, industry analysts	<ul style="list-style-type: none"> Identifying new and emerging initiatives, issues and markets, identifying key sectors of the NSW economy to develop supporting policies and concepts

Role dimensions

Decision making

- Determines policy advice, priorities and direction on a wide range of emerging issues impacting regional development and industry growth.
- Contributes to key decisions with regard to policy process and the provision of advice.
- Ensures all documents, reports, ministerial correspondence, policy proposals and submissions are completed within required timeframes and to a high standard.

Reporting line

Director

Direct reports

2-4 direct reports

Budget/Expenditure

Nil

Essential requirements

- Tertiary qualifications in economics, business/finance and/or significant relevant experience.

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	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> • Remain composed and calm and act constructively in highly pressured and unpredictable environments • Give frank, honest advice in response to strong contrary views • Accept criticism of own ideas and respond in a thoughtful and considered way • Welcome new challenges and persist in raising and working through novel and difficult issues • Develop effective strategies and show decisiveness in dealing with emotionally charged situations and difficult or controversial issues 	Advanced
	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
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • 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	<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 	Advanced



FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
		<ul style="list-style-type: none"> 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 	

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	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
	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	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 	Advanced






FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
		<p>demands</p> <ul style="list-style-type: none"> Evaluate the performance and effectiveness of services, policies and programs against clear criteria 	
 <p>Business Enablers</p>	<p>Project Management</p> <p>Understand and apply effective planning, coordination and control methods</p>	<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
 <p>People Management</p>	<p>Manage and Develop People</p> <p>Engage and motivate staff, and develop capability and potential in others</p>	<ul style="list-style-type: none"> Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes Adjust performance development processes to meet the diverse abilities and needs of individuals and teams Develop work plans that consider capability, strengths and opportunities for development Be aware of the influences of bias when managing team members Seek feedback on own management capabilities and develop strategies to address any gaps Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way Monitor 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.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability name	Description	Level
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
 Relationships	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
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
 Results	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
 Business Enablers	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate
 People Management			