|  |  |
| --- | --- |
| **Cluster** | **Regional NSW** |
| **Agency** | **Department of Regional NSW** |
| **Division/Branch/Unit** | **Northern Rivers Reconstruction Corporation** |
| **Location** | **Northern NSW** |
| **Classification/Grade/Band** | **PSSE Band 1** |
| **Senior executive work level standards** | **Work Contribution Stream: Professional/Specialist** |
| **ANZSCO Code** | **222212** |
| **PCAT Code** | **1119192** |
| **Date of Approval** | **October 2022** |
| **Agency Website** | <http://www.regional.nsw.gov.au/> |

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has responsibility 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.  
  
The Northern Rivers Reconstruction Corporation (NRRC) is a development corporation established following the 2022 floods across the Lismore and Northern Rivers region of NSW. The NRRC manages the rebuilding of these communities by coordinating planning, rebuilding and construction work across multiple government agencies. The NRRC works with the Northern Rivers Administrative Group in the following local government areas of Ballina; Byron, Clarence Valley; Lismore; Richmond Valley; Tweed, and Kyogle.

The NRRC operates as a ‘front door to government’ for all reconstruction and development activities in the Northern Rivers. It will set and implement reconstruction priorities in the region, and to work with government agencies and departments to deliver those priorities quickly.

Primary purpose of the role

The Director, Resilience and Adaptation leads the NRRC’s approach to increasing resilience and fostering the long-term adaptation of the Northern Rivers. In conjunction with NRRC staff, relevant state government agencies, local councils, industry partners, community resilience groups and the broader community, the Director will develop and apply innovative and best practice resilience and adaptation frameworks, strategies and tools together with providing high-level planning and policy advice to support the delivery of the outcomes of the NRRC. This role provides expert advice and support on hazard risk assessment (including floodplain modelling and mapping), risk-based infrastructure and non-infrastructure management and adaptation options, and project initiation, appraisal and development.

# Key accountabilities

* Drive the successful development and implementation of an all-hazards risk assessment for the Northern Rivers that will underpin decision-making across a range of NRRC programs.
* Develop a holistic range of place-based mitigation, resilience and adaptation strategies for natural hazard risk across key centres and critical infrastructure (including bespoke approaches to floodplain management and flood risk mitigation) in the region giving regard to best practice risk-based planning, policy, management, mitigation and adaptation frameworks, performance measurement and reporting systems
* Provide strategic, evidence-based risk management, resilience and adaptation planning and policy advice and briefings to the Minister's Office, Chief Executive and others on key strategies to support the resilience and long-term adaptation of the region.
* Establish and sustain effective working relationships with senior planning professionals and key industry stakeholders across state and local government, community and utility service providers.
* Engage, consult and align risk management, resilience and adaptation and planning initiatives that support current risk-based policy, regulation and management within NSW.
* Identify, evaluate, critically analyse and address highly complex and politically sensitive issues and concerns on hazard risk and floodplain management to develop logical, practical and well-balanced planning, building and development solutions.
* Contribute to high-level legislative, governance and policy reform committees in the risk, resilience and adaptation space, including the implementation of the NSW Government response to the NSW Independent Flood Inquiry.
* Lead and manage staff performance, budget and other resources to ensure the Strategy, Planning and Development Branch and the Division delivers on responsibilities and achieves all strategic priorities.

Key challenges

* Negotiating and developing a cohesive blueprint for risk assessment, resilience and adaptation across the Northern Rivers with consideration of legislative, policy, political and community sensitivities within the NRRC remit.
* Articulating and embedding a risk management, resilience and adaptation planning, policy and legislative reform agenda, delivering the NRRC remit and engaging and achieving stakeholder commitment.
* Identifying and driving the adoption of new planning systems and processes to manage and regulate natural hazard risk, including floodplain management in the Northern Rivers and beyond.

Key relationships

| Who | Why |
| --- | --- |
| **Ministerial** |  |
| Ministers, Minister’s Officer, other Ministerial Offices | * Brief Ministers and Ministerial Offices with regard to policy position. * Steward policy and associated implementation actions through Cabinet processes. |
| **Internal** |  |
| Chief Executive | * Act as subject matter expert and provide advice and recommendations to influence organisational decisions and initiatives. * Support in the provision of strategic evidence based advice and recommendations to the Minister and Cabinet. * Communicate information related to outcomes against budgets and performance measures. * Manage program budget compliance and the allocation of financial, physical and human resources. * Develop and execute robust governance and risk frameworks. * Inform of major, new or emerging issues and recommend new approaches, strategies, practices, solutions, options and responses. |
| Executive team | * Develop productive collaborative working relationships. * Act as the principal program reference point. * Clarify program accountabilities and communicate performance standards. * Provide expert advice to impact decisions and support initiatives. * Contribute to strategic planning processes to inform and ensure integrated program delivery and outcomes. * Engage in program/service review to continually improve outcomes. |
| **External** |  |
| Cluster and Public Sector agencies  Government, public sector, nongovernment, industry and community sectors | * Establish and maintain relationships with key stakeholders to optimise engagement, consultation, negotiation and facilitation of policy alignment, implementation and response. * Participate in the coordination of a whole-of-government approach between key NSW government stakeholders. * Manage effective relationships, establish strategic partnerships and networks with key government stakeholders, and ensure the successful delivery of whole-of-government initiatives. |

# Role dimensions

## Decision making

The Director, Resilience and Adaption:

* is accountable for the management of day to day team operations and planning to achieve the overall agreed work program commitments;
* has considerable autonomy and independence to determine day to day work priorities, deploy resources and allocate duties, negotiate matters related to area of responsibility, and make decisions in relation to the quality of work performed and methods and approaches for how to achieve business outcomes;
* is fully accountable for the content, accuracy, validity and integrity of advice provided
* must consult with the Executive Director on major issues arising during the course of work performed;
* makes decisions and acts within Government sector core values, strategic plans and priorities, legislative and regulatory frameworks, delegations, and Department policy and procedural frameworks and guidelines;
* is accountable and responsible for the effective management and use of human, financial and other resources within set budget and resource parameters.

## Reporting line

Executive Director, Strategy, Planning and Development, Northern Rivers Reconstruction Corporation

## Direct reports

TBC

## Budget/Expenditure

TBC

Key knowledge and experience

* Understanding of the economic, social, political and environmental issues associated within the remit of NRRC.
* Knowledge of the workings of government and in-depth knowledge and experience working with applicable legislation and regulations.
* Considerable experience in stakeholder engagement and negotiation leadership with senior government officers, business and community leaders.

Essential requirements

* Tertiary qualifications and/or extensive experience in risk assessment, resilience, adaptation, floodplain management, strategic land-use planning and resource management and planning;
* Evidence of the COVID-19 vaccination must be provided upon commencement of employment. This is a condition of engagement should you be successfully appointed to a position within the Department of Regional NSW (which includes Local Land Services and the Soil Conservation Service).
* This role requires regular travel across NSW.

# 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 | | | | |
| --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level** |
|  | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | | 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 |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Articulate complex concepts and put forward compelling arguments and rationales to all levels and types of audiences  Speak in a highly articulate and influential manner  State the facts and explain their implications for the organisation and key stakeholders  Promote the organisation’s position with authority and credibility across government, other jurisdictions and external organisations  Anticipate and address key areas of interest for the audience and adapt style under pressure | Highly Advanced |
| **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | | Promote a customer-focused culture in the organisation and consider new ways of working to improve customer experience  Ensure systems are in place to capture customer service insights to improve services  Initiate and develop partnerships with customers to define and evaluate service performance outcomes  Promote and manage alliances within the organisation and across the public, private and community sectors  Liaise with senior stakeholders on key issues and provide expert and influential advice  Identify and incorporate the interests and needs of customers in business process design and encourage new ideas and innovative approaches  Ensure that the organisation’s systems, processes, policies and programs respond to customer needs | Advanced |
| **Work Collaboratively**  Collaborate with others and value their contribution | | Recognise outcomes achieved through effective collaboration between teams  Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government  Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions  Network extensively across government and organisations to increase collaboration  Encourage others to use appropriate collaboration approaches and tools, including digital technologies | Advanced |
| **Influence and Negotiate**  Gain consensus and commitment from others, and resolve issues and conflicts | | Engage in a range of approaches to generate solutions, seeking expert inputs and advice to inform negotiating strategy  Use sound arguments, strong evidence and expert opinion to influence outcomes  Determine and communicate the organisation’s position and bargaining strategy  Represent the organisation in critical and challenging negotiations, including those that are cross-jurisdictional  Achieve effective solutions when dealing with ambiguous or conflicting positions  Anticipate and avoid conflict across organisations and with senior internal and external stakeholders  Identify contentious issues, direct discussion and debate, and steer parties towards an effective resolution | Highly Advanced |
|  | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | 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 |
|  | **Finance**  Understand and apply financial processes to achieve value for money and minimise financial risk | | Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management  Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound  Assess relative cost benefits of various purchasing options  Promote the role of sound financial management and its impact on organisational effectiveness  Obtain specialist financial advice when reviewing and evaluating finance systems and processes  Respond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner | Advanced |
|  | **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 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** |
|  | 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 |
|  | Deliver Results | | Achieve results through the efficient use of resources and a commitment to quality outcomes | Advanced |
| Plan and Prioritise | | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Highly Advanced |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
|  | Technology | | Understand and use available technologies to maximise efficiencies and effectiveness | Adept |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Adept |
| Project Management | | Understand and apply effective planning, coordination and control methods | Advanced |
|  | Inspire Direction and Purpose | | Communicate goals, priorities and vision, and recognise achievements | Adept |
| Optimise Business Outcomes | | Manage people and resources effectively to achieve public value | Adept |
| Manage Reform and Change | | Support, promote and champion change, and assist others to engage with change | Adept |