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| **Cluster** | Regional NSW |
| **Agency** | Department of Regional NSW |
| **Division/Branch/Unit** | Mining Exploration and Geoscience |
| **Location** | Various |
| **Classification/Grade/Band** | Clerk Grade 7/8 |
| **Role Number** | Generic |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1227292 |
| **Date of Approval** | February 2018 (updated March 2021) |
| **Agency Website** | www.drnsw.nsw.gov.au |

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 Policy Officer coordinates and undertakes policy development, providing analysis and advice, to support

the Department’s policy initiatives and commitments.

Key accountabilities

* Undertake research and analysis, reviewing alternatives in relation to policy deliverables, to contribute to the policy process and inform decision making.
* Provide a range of project management and support services, including preparation of discussion papers, briefs and submissions, to contribute to the development and delivery of policy initiatives.
* Prepare and review policy advice to ensure alignment with policy directions.
* Communicate with key stakeholders and coordinate working groups, committee meetings, and stakeholder consultations to support engagement as well as policy development and implementation.
* Undertake research and collate information for reporting, monitoring and evaluation purposes to contribute to the achievement of policy and project outcomes.
* Provide timely, relevant analysis and advice to strategic policy issues including through coordination of cross divisional input.
* Provide policy and project support for the Manager and Director, including provision of functions involving cross-government stakeholder engagement and project coordination.

Key challenges

* Performing a range of policy and project development activities, given competing demands and priorities, and the need to adapt and assimilate information quickly to ensure policy outcomes are achieved.
* Applying a proficient level of analytical, creative reasoning, and interpersonal skills in dealing with a range of complex issues whilst working in a high volume and often sensitive environment.
* Researching, analysing and evaluating information, and developing strategy and policy proposals under pressure and against competing and short deadlines.

Key relationships

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| --- | --- |
| **Who** | **Why** |
| **Internal** |  |
| Director  | * Consult, receive direction and discuss issues.
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| Manager | * Participate in discussions and decisions regarding policy development
* Escalate issues and propose solutions
* Receive guidance and provide regular updates on key tasks, issues

and priorities* Discuss work progress, escalate issues, advise and keep informed
 |
| Work Team  | * 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
 |
| Other Departmental staff | * Exchange information and assist in coordination of policy issues

across the Department |
| **External** |  |
| Stakeholders | * Respond to enquiries
* Develop and maintain effective working relationships and open

channels of communication* Report and provide updates on project and policy status
 |
| NSW Government agencies | * Provide information and advice on policy matters.
* Consult, as approved, to obtain access to information and different

perspectives, to identify emerging policy issues and work onintergovernmental policy initiatives |

Role dimensions

## Decision making

* Undertakes day to day tasks independently and develops own priorities in accordance with the work plan and unit work demands.
* Assesses and advises on appropriate approaches on policy issues for the Division.
* Refers critical issues to the senior manager and/or director.

## Reporting line

The role reports to allocated supervisor/manager

## Direct reports

Nil.

## Budget/Expenditure

Nil.

Key knowledge and experience

* Experience in the development and delivery of high level strategic advice and programs to Government.

Essential requirements

* Tertiary qualifications and/or demonstrated experience relevant to the role.

#  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**  |
|  | **Display Resilience and Courage**Be open and honest, prepared to express your views, and willing to accept and commit to change | Be flexible and adaptable and respond quickly when situations changeOffer own opinion and raise challenging issuesListen when ideas are challenged and respond appropriatelyWork through challengesRemain calm and focused in challenging situations | Intermediate |
| **Manage Self**Show drive and motivation, an ability to self-reflect and a commitment to learning | Keep up to date with relevant contemporary knowledge and practicesLook for and take advantage of opportunities to learn new skills and develop strengthsShow commitment to achieving challenging goalsExamine and reflect on own performanceSeek and respond positively to constructive feedback and guidanceDemonstrate and maintain a high level of personal motivation | Adept |
|  | **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 |
|  | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | Seek and apply specialist advice when requiredComplete work tasks within set budgets, timeframes and standardsTake the initiative to progress and deliver own work and that of the team or unitContribute to allocating responsibilities and resources to ensure the team or unit achieves goalsIdentify any barriers to achieving results and resolve these where possibleProactively change or adjust plans when needed | Intermediate |
| **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Identify the facts and type of data needed to understand a problem or explore an opportunityResearch and analyse information to make recommendations based on relevant evidenceIdentify issues that may hinder the completion of tasks and find appropriate solutionsBe willing to seek input from others and share own ideas to achieve best outcomesGenerate ideas and identify ways to improve systems and processes to meet user needs | Intermediate |
| **Demonstrate Accountability**Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Be proactive in taking responsibility and being accountable for own actionsUnderstand delegations and act within authority levelsIdentify and follow safe work practices, and be vigilant about own and others’ application of these practicesBe aware of risks and act on or escalate risks, as appropriateUse financial and other resources responsibly | Intermediate |
|  | **Project Management**Understand and apply effective planning, coordination and control methods | Perform basic research and analysis to inform and support the achievement of project deliverablesContribute to developing project documentation and resource estimatesContribute to reviews of progress, outcomes and future improvementsIdentify and escalate possible variances from project plans | Intermediate |

# 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**  |
|  | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Intermediate |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| Work Collaboratively | Collaborate with others and value their contribution | Intermediate |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
|  | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| 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 | Foundational |