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| **Cluster** | Premier and Cabinet |
| **Agency** | Department of Premier and Cabinet |
| **Division/Branch/Unit** | Policy Group / Premier’s Implementation Unit (PIU) |
| **Role number** | TBC |
| **Classification/Grade/Band** | Clerk Grade 7/8 |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1117391 |
| **Date of Approval** | June 2022 |
| **Agency Website** | www.dpc.nsw.gov.au |

Agency overview

The NSW Department of Premier and Cabinet (DPC) is the lead central agency in the NSW Government – our purpose is to drive big ideas at the heart of government.

We support the Premier, the Cabinet, Ministers and agencies by coordinating policies and services across government. We lead policy development, provide innovative ideas and support Government plans and projects.

Working with us will give you a broad overview in areas such as public policy formulation, public administration and state administrative matters and an opportunity to be involved in a range of state-wide policies, issues and projects.

For more information go to <http://www.dpc.nsw.gov.au/about/about_the_department>.

Primary purpose of the role

The Project Analyst - Closing the Gap is responsible for administering reporting routines and providing analytical support to support delivery of NSW government priorities, with a particular focus on Closing the Gap.

For more information, go to <https://www.closingthegap.gov.au/national-agreement/targets>

Key accountabilities

* Undertake project management activities for Closing the Gap’s regular routines, such as preparing reports and briefs, maintaining project documentation, and monitoring project plans to ensure routines are completed on time, to quality standards and within agreed scope.
* Undertake research and statistical analysis from various sources to support governance and delivery of the Closing the Gap targets.
* Contribute to the preparation of clear, concise, and accurate written or verbal reports that translate data insights for a variety of government and non-government stakeholders to ensure they are meaningful and can be acted upon.
* Collaborate with internal and external stakeholders and coordinate working groups and consultations to facilitate the exchange of information.
* Source, collate and compile data and information to identify and assess risks, emerging issues and track and report on project progress against established milestones and deliverables.

Key challenges

* Delivering a range of project management and support services, given tight deadlines, limited resources, and the need to manage competing priorities and ensure quality standards.
* Use judgment and initiative in analysis to contribute to the development of practical solutions to challenges, including times when only incomplete information is available.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager/Associate Director | * Provide advice and contribute to decision making with respect to government priorities, including Closing the Gap * Escalate issues and propose solutions * Receive guidance and provide regular updates on projects, issues, and priorities |
| PIU team | * Work collaboratively to develop timely and quality reports and exchange information * Communicate project information and project tasks |
| **External** |  |
| External Stakeholders, including those across Government | * Develop and maintain effective working relationships and open channels of communication to support the implementation of Closing the Gap * Exchange information and respond to enquiries |

# Role dimensions

## Decision making

The decision making required of the role relates to:

* Day to day management of their own work priorities within agreed parameters and approved individual and teamwork plans.
* Management of risks and issues that may affect project and reporting timelines
* Providing information and advice to internal and external enquirers on relevant protocol, policies and procedures, referring to a supervisor any matters outside of standard guidelines and practice.

Decisions that are referred to a supervisor include:

* Any decision that will substantially alter the outcomes or timeframe of agreed workplans.
* Any major conflicts or policy issues that arise in the course of such interaction
* Matters requiring a higher delegated authority such as approval for expenditure and travel.
* Matters requiring submission to the Secretary, Premier or Minister’s Office.

## Reporting line

The Project Analyst – Closing the Gap reports to the Associate Director, PIU (or equivalent role).

Key knowledge and experience

* Experience in project management, including the ability to manage multiple projects with competing timeframes, set priorities, meet deadlines and work as part of a team.
* Demonstrated ability to communicate sensitively and effectively with, and understand issues impacting on, Aboriginal and Torres Strait Islander peoples.

# 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** |
|  | **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 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 |
|  | **Value Diversity**  Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | | Be responsive to diverse cultures, backgrounds, experiences, perspectives, values and beliefs  Seek participation from others who may have different backgrounds, perspectives and needs  Be open to different perspectives and experiences in generating ideas and solving problems  Adapt well in diverse environments  Respond constructively to feedback regarding observations of bias in language or behaviour | Intermediate |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Tailor communication to diverse audiences  Clearly explain complex concepts and arguments to individuals and groups  Create opportunities for others to be heard, listen attentively and encourage them to express their views  Share information across teams and units to enable informed decision making  Write fluently in plain English and in a range of styles and formats  Use contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| **Work Collaboratively**  Collaborate with others and value their contribution | | Build a supportive and cooperative team environment  Share information and learning across teams  Acknowledge outcomes that were achieved by effective collaboration  Engage other teams and units to share information and jointly solve issues and problems  Support others in challenging situations  Use collaboration tools, including digital technologies, to work with others | Intermediate |
|  | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | | Seek and apply specialist advice when required  Complete work tasks within set budgets, timeframes and standards  Take the initiative to progress and deliver own work and that of the team or unit  Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals  Identify any barriers to achieving results and resolve these where possible  Proactively 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 opportunity  Research and analyse information to make recommendations based on relevant evidence  Identify issues that may hinder the completion of tasks and find appropriate solutions  Be willing to seek input from others and share own ideas to achieve best outcomes  Generate ideas and identify ways to improve systems and processes to meet user needs | Intermediate |
|  | **Project Management**  Understand and apply effective planning, coordination and control methods | | 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** |
|  | Display Resilience and Courage | | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| Act with Integrity | | Be ethical and professional, and uphold and promote the public sector values | Adept |
|  | Commit to Customer Service | | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| 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 |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Foundational |
|  | 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 | Adept |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |