

# Role Description

## Senior Policy and Project Officer

Portfolio	Primary Industries and Regional Development
Department	Department of Primary Industries and Regional Development
Group/Division/Branch	Strategy, Media and Ministerial Services/ Strategy and Government Services
Classification/Grade/Band	Clerk Grade 9 / 10
ANZSCO Code	511112
PCAT Code	1119192
Date of Approval	April 2025
Agency Website	<a href="http://www.dpird.nsw.gov.au">www.dpird.nsw.gov.au</a>

### Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.

DPIRD brings together Agriculture and Biosecurity; Forestry and Fishing; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service.

We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

### Primary purpose of the role

The Senior Policy & Project Officer supports the Principal Policy and Project Officer to identify, formulate and deliver policy initiatives and projects on priority issues that support the Agriculture Commissioner in delivering their workplan priorities.

The role provides secretariat support to the Agriculture Commissioner including engagement with staff and stakeholders across the Department, wider government, community and industry; the synthesis and analysis of information, and options analysis to support the Commissioner in delivering strategic recommendations and advice that supports the future of the agriculture industry in NSW.

### Key accountabilities

- Support the Principal Policy and Project Officer to scope and deliver high priority strategy, policy and program initiatives that are critical to delivering the Agriculture Commissioner's workplan.
- Provide high quality and timely strategic advice that considers alignment with NSW Government priorities, to support decision making by the Agriculture Commissioner, Senior Executive and Ministers.

- Undertake project management and delivery to support delivery of the Agriculture Commissioner priorities including procurement, contract management, program delivery and monitoring and reporting.
- Review and deliver input to Whole of Government submissions, inquiries, reports, strategic plans, audits and external policy development and monitor and report on policy trends that impact the Agriculture Commissioner's portfolio.
- Maintain productive networks and collaborate with internal and external stakeholders to support strategic whole-of-Government solutions on a range of complex policy and program matters, in a high-volume work environment.
- Monitor emerging issues and maintain an awareness of economic and industry related policy issues regarding agricultural and land use matters in NSW, national and internationally, including approaches taken in other jurisdictions.

## Key challenges

- Developing workable solutions and providing insightful strategic and policy advice to complex, unfamiliar and/or sensitive issues within tight timeframes, calmly balancing competing demands and priorities, and adapting and assimilating information quickly to support policy outcomes and decision making.
- Synthesis and analysis of a range of information, legislation and policy settings affecting primary industries in NSW to support the development of input, advice and/or recommendations on a range of agricultural matters.
- Building and maintaining effective professional relationships across government and key stakeholders to support the Agriculture Commissioner in their role to monitor and identify emerging agricultural issues and promote coordination and collaboration across all levels of government.

## Key relationships

Who	Why
<b>Internal</b>	
Principal Policy & Project Officer	<ul style="list-style-type: none"> <li>• Participate in discussions regarding policy development, and delivery of strategic projects, including presenting ideas for solving identified problems</li> <li>• Identify opportunities, escalate issues and contribute to practical solutions</li> <li>• Receive guidance and provide regular updates on key tasks, issues and priorities</li> </ul>
Team	<ul style="list-style-type: none"> <li>• Provide leadership and support to the Policy &amp; Project Officer and contribute to developing a positive team culture</li> <li>• Support team members and work collaboratively to contribute to achieving team outcomes</li> <li>• Provide and receive feedback</li> <li>• Participate in meetings, share information and provide input on issues, including to generate ideas and facilitate their delivery</li> </ul>

Agriculture Commissioner and Director	<ul style="list-style-type: none"> <li>Identify, articulate and deliver advice on the progress of strategic projects and participate in problem-solving discussions</li> </ul>
Departmental Staff	<ul style="list-style-type: none"> <li>Exchange information, discuss issues and coordinate strategic projects across the Department</li> <li>Develop and maintain effective working relationships and open channels of communication</li> </ul>
<b>External</b>	
Government agencies and stakeholder groups	<ul style="list-style-type: none"> <li>Develop and maintain strategic professional networks across government to identify, coordinate and respond to emerging strategic and policy matters, seek information, work on intergovernmental initiatives and to develop informed advice and project solutions.</li> </ul>

## Role dimensions

### Decision making

- Provides advice to management to support decision making within tight timeframes ensuring input and advice is current, accurate, objective, insightful and based on sound evidence
- Is responsible for independently planning and setting priorities for work to be completed as set out by the Principal Policy & Project Officer and in doing so considers the context of organisational requirements and external deadlines
- Develops and proposes solutions to complex problems within the parameters of Government policy.
- Initiates and maintains communications strategies and networks with internal and external stakeholders.
- Refers to the Principal Policy & Project Officer and/or Director, Strategy & Government Services or Agriculture Commissioner on critical and contentious issues.

### Reporting line

The role will report to the Principal Policy and Project Officer.

### Direct reports

Nil

### Budget/Expenditure

Nil

## Key knowledge and experience

- Demonstrated experience in project management.
- A sound understanding of the machinery of Government, including Cabinet and legislative processes as well as, strategic and policy issues relevant to DPIRD and relevant policy and legislative framework.
- Knowledge of the NSW Planning land use system, and how it relates to and impacts the agriculture industry.

## 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	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Act professionally and support a culture of integrity</li> <li>• Identify and explain ethical issues and set an example for others to follow</li> <li>• Ensure that others are aware of and understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct and illegal and inappropriate behaviour</li> </ul>	Adept
	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>• Keep up to date with relevant contemporary knowledge and practices</li> <li>• Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>• Show commitment to achieving challenging goals</li> <li>• Examine and reflect on own performance</li> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate and maintain a high level of personal motivation</li> </ul>	Adept

	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>• Tailor communication to diverse audiences</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>• Share information across teams and units to enable informed decision making</li> <li>• Write fluently in plain English and in a range of styles and formats</li> <li>• Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul>	Adept
	<b>Work Collaboratively</b> Collaborate with others and value their contribution	<ul style="list-style-type: none"> <li>• Encourage a culture that recognises the value of collaboration</li> <li>• Build cooperation and overcome barriers to information sharing and communication across teams and units</li> <li>• Share lessons learned across teams and units</li> <li>• Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work</li> <li>• Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li> </ul>	Adept
	<b>Influence and Negotiate</b> Gain consensus and commitment from others, and resolve issues and conflicts	<ul style="list-style-type: none"> <li>• Use facts, knowledge and experience to support recommendations</li> <li>• Work towards positive and mutually satisfactory outcomes</li> <li>• Identify and resolve issues in discussion with other staff and stakeholders</li> <li>• Identify others' concerns and expectations</li> <li>• Respond constructively to conflict and disagreements and be open to compromise</li> <li>• Keep discussions focused on the key issues</li> </ul>	Intermediate
	<b>Plan and Prioritise</b> Plan to achieve priority outcomes and respond flexibly to changing circumstances	<ul style="list-style-type: none"> <li>• Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work</li> <li>• Initiate, prioritise, consult on and develop team and unit goals, strategies and plans</li> <li>• Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses</li> <li>• Ensure current work plans and activities support and are consistent with organisational change initiatives</li> <li>• Evaluate outcomes and adjust future plans accordingly</li> </ul>	Adept

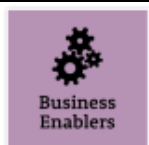


### Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence
- Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience
- Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience
- Seek contributions and ideas from people with diverse backgrounds and experience
- Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness
- Identify and share business process improvements to enhance effectiveness

Adept



### 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.

Capability group/sets	Capability name	Description	Level
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	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	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	Adept
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	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