ROLE DESCRIPTION

Portfolio Planning Manager

Cluster	Stronger Communities
Department	Department of Communities and Justice
Division/Branch/Unit	Corporate Services / Infrastructure and Assets / Planning and Investment
Location	Sydney
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	133111
Role Number	HR to complete
PCAT Code	HR to complete
Date of Approval	HR to complete	**Ref:**
Agency Website	www.dcj.nsw.gov.au

Agency overview

The Department of Communities and Justice (DCJ) is the lead agency under the Stronger Communities Cluster. DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community. Stronger Communities is focussed on achieving safe, just, inclusive and resilient communities by providing services that are effective and responsive to community needs. For the first time, the creation of DCJ and Stronger Communities provides an opportunity to focus on prevention and early intervention across both the social welfare and justice systems.

Primary purpose of the role

To assist in the development and ongoing management of an optimised portfolio of capital projects and programs,

primarily focused on built infrastructure and property (owned and leased), that also covers broader portfolio management of digital, process improvement and service reform projects through the department minor works program.

Key accountabilities

- Support the development and ongoing management of a Portfolio Management Framework to identify, plan, evaluate, prioritise, allocate, monitor, and report the portfolio of capital works projects and programmes. Ensuring the program of works remains aligned to strategic objectives.
- Guide the process for allocation and prioritisation of the annual works portfolio (Totex – major and minor capital and recurrent) based on Asset Management Plans, asset condition and compliance reviews, maintenance programs, the department's business plans and annual project initiative bids.
- Support the management of infrastructure portfolio interdependency, risk, criticality and resilience management processes.
- Provide ongoing monitoring, reporting and evaluation of the portfolio of works.

- Develop a digital portfolio dashboard that supports monthly review of projects, developing forecast ranges and variances, managing under and over spend, identifying key trends, and analysing the overall portfolio performance.
- Support the development of a Benefit realisation framework, identifying, measuring and tracking project benefits to justify investment in the project and provide assurance that the benefits can be realised.
- Enhance executive decision-making on programs and projects by providing sound portfolio management processes and reporting.

Key challenges

- Strengthening the strategic alignment of programs and projects to ensure the most appropriate initiatives are being prioritised.
- Prioritising a large number of projects and programs across the organisation using a consistent, data driven and evidence based approach.
- Continuously monitoring the portfolio performance and making adjustment decisions.

Key relationships

Who	Why
Internal	
Senior Manager Portfolio Performance Management	- Consult to determine cluster wide strategies and broader organisational imperatives to tailor business improvement and policy strategies.
Senior Executives and Managers	- Build strong working relationships with senior executives and managers across the Cluster to facilitate collection and analysis of information and development of portfolio of programs and projects. - Understand the clients' strategic and operational needs to deliver their service. - Provide advice relating to business improvement and policy and incorporate feedback and comments to develop targeted strategies that meet the unique needs of each division.
External	
Agencies and Stakeholders	- Identify opportunity to improve business improvement and policy strategies. - Engage and monitor the performance of consultants and contractors.
Treasury, Infrastructure NSW, Property NSW	- Liaise to ensure cohesive, government-wide portfolio management

Role dimensions

Decision making

This role is accountable for the development, management and delivery of infrastructure and assets portfolio performance management frameworks and processes.

The role liaises across Infrastructure and Assets and the broader department to ensure cohesive, portfolio planning and management.

Reporting line

The role reports to the Senior Manger Portfolio Performance Management.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Tertiary qualifications or demonstrated experience and knowledge of asset management policy, standards and strategic business planning.

Appointments are subject to reference checks. Some roles may also require the following checks/ clearances:

- National Criminal History Record Check in accordance with the Disability Inclusion Act 2014

- Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	**Adept**
	Manage Self	Intermediate
	Value Diversity	Intermediate
Relationships	Communicate Effectively	Adept
	Commit to Customer Service	**Adept**
	Work Collaboratively	Adept
	Influence and Negotiate	**Advanced**
Results	**Deliver Results**	**Adept**
	Plan and Prioritise	**Adept**
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept

NSW Public Sector Capability Framework		
Capability Group	**Capability Name**	**Level**
Business Enablers	**Finance**	**Advanced**
	Technology	**Adept**
	Procurement and Contract Management	Intermediate
	Project Management	**Adept**

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Act with Integrity	Adept	• Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Commit to Customer Service	Adept	• Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Relationships Influence and Negotiate	Advanced	• 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 • 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 • Pre-empt and minimise conflict within the organisation and with

		external stakeholders
Results Deliver Results	Adept	• Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Plan and Prioritise	Adept	• Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team/unit goals, strategies and plans • Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate achievements and adjust future plans accordingly
Business Enablers Finance	Advanced	• 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 direct provision or purchase of services • Understand and promote the role of sound financial management and its impact on organisational effectiveness • Involve specialist financial advice in review and evaluation of systems and processes used to identify opportunities for improvement • Respond to financial and risk management audit outcomes, addressing areas of non-compliance
Business Enablers Technology	Adept	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks • Identify opportunities to use a broad range of communications technologies to deliver effective messages • Understand, act on and monitor compliance with information and communications security and use policies • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business • Support compliance with the records, information and knowledge management requirements of the organisation

Business Enablers	Adept	• Prepare clear project proposals and define scope and goals in measurable terms
Project Management		• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements
		• Prepare accurate estimates of costs and resources required for more complex projects
		• Communicate the project strategy and its expected benefits to others
		• Monitor the completion of project milestones against goals and initiate amendments where necessary
		• Evaluate progress and identify improvements to inform future projects