Role Description

Senior Project Officer

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| **Portfolio** | Primary Industries and Regional Development |
| **Department** | Department of Primary Industries and Regional Development |
| **Group/Division/Branch** | Strategy, Media and Ministerial Services |
| **Location** | Regional NSW / All NSW Office Locations |
| **Classification/Grade/Band** | Clerk Grade 9 / 10 |
| **ANZSCO Code** | 251312 |
| **PCAT Code** | 1124592 |
| **Date of Approval** | March 2025 |
| **Agency Website** | www.dpird.nsw.gov.au |

# 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, the mining sector, and regions.

DPIRD brings together Agriculture Biosecurity, Forestry and Fishing, Local Land Services, Mining, Exploration and Geoscience, 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 Project Officer manages and coordinates the development, implementation, and evaluation of complex projects to achieve project outcomes and support the achievement of organisational objectives.

# Key accountabilities

* Manage and oversee all aspects of project planning, development and implementation for a range of projects, including developing project plans, coordinating resources, managing budgets, meeting reporting requirements, and supporting project-related activities, to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope in line with established agency project management methodology
* Establish and maintain stakeholder relationships through effective communication, negotiation, and issues management to engage stakeholders and ensure project deliverables are met
* Monitor and evaluate all aspects of project implementation, including risk and contingency management, benefits realisation, project impact and quality measures, to identify and address issues, assess project progress and effectiveness, and achieve project outcomes
* Undertake research and formulate recommendations to support evidence based project planning and decision making
* Provide advice and information to stakeholders on emerging project issues and to support project development and delivery in line with established plans, budgets, timeframes, policy objectives and other project and priorities

# Key challenges

* Managing consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests
* Achieving project deadlines and milestones to the required standards and within budget, given the need to simultaneously coordinate and deliver multiple projects which are often complex and interconnected

# Key relationships

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| **Who** | **Why** |
| **Internal** |  |
| Manager | * Receive guidance and provide regular updates on key projects, issues and priorities * Provide advice and contribute to decision making * Identify emerging issues/risks and their implications and propose solutions |
| Project Team | * Guide, support, coach and mentor team members * Work collaboratively to contribute to achieving team outcomes |
| Direct Reports | * Guide and manage performance and development |
| Stakeholders | * Provide expert advice on project related issues * Report and provide updates on project progress * Consult and collaborate to resolve project related issues, define mutual interests and determine strategies to achieve their realisation |
| **External** |  |
| Stakeholders | * Provide expert advice on project related matters * Report and provide updates on project progress * Engage and consult in the resolution of project issues |
| Vendors/Service Providers and Consultants | * Manage contracts and monitor provision of service to ensure compliance with contract and service arrangements * Consult, provide and obtain information, negotiate required outcomes and timeframes * Resolve and provide solutions to issues |

**Role dimensions**

## Decision making

* Makes day to day decisions on his/her own work, and on project work involving multi-disciplinary teams, including advice, guidance, and feedback
* Makes decisions on the allocation of requests, integration and preparation of responses, quality of responses prepared by others, and determination of appropriate timeframes and priority of responses
* Provides advice with authoritative recommendations on a range of issues, including system and process improvement, standards and policies for the Branch
* Refers to the Director any issues which may have political implications across the Division or Department and any issues or political sensitivities that may need to be brought to the attention of the Divisional Management Team or to the Minister

## Reporting line

Manager

## Direct reports

Nil

## Budget/Expenditure

Nil

**Essential requirements**

This role is an Aboriginal Identified role for Australian Aboriginal & Torres Strait Islander people only and exemption is claimed under Clause 26 of the Government Sector (General) Rules 2014 and is applicable to Section 21 of the Anti-Discrimination Act 1977, 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.

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| **FOCUS CAPABILITIES** | | | |
| **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, show initiative and respond quickly when situations change * Give frank and honest feedback and advice * Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately * Raise and work through challenging issues and   seek alternatives   * Remain composed and calm under pressure and   in challenging situations | Adept |
|  | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | * Represent the organisation in an honest, ethical and professional way * Support a culture of integrity and professionalism * Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct * Recognise and report misconduct and illegal and   inappropriate behaviour   * Report and manage apparent conflicts of interest   and encourage others to do so | 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 |

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| **FOCUS CAPABILITIES** | | | |
| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
|  | **Commit to Customer Service** Provide customer-focused services in line with public sector  and organisational objectives | * Take responsibility for delivering high-quality customer-focused services * Design processes and policies based on the customer’s point of view and needs * Understand and measure what is important to customers * Use data and information to monitor and improve customer service delivery * Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers * Maintain relationships with key customers in   area of expertise   * Connect and collaborate with relevant customers   within the community | Adept |
|  | **Influence and Negotiate** Gain consensus and commitment from others, and  resolve issues and conflicts | * Negotiate from an informed and credible position * Lead and facilitate productive discussions with staff and stakeholders * Encourage others to talk, share and debate ideas to achieve a consensus * Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes * Influence others with a fair and considered   approach and sound arguments   * Show sensitivity and understanding in resolving conflicts and differences * Manage challenging relationships with internal and external stakeholders    Anticipate and minimise conflict | Adept |
|  | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | * Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomes * Make sure staff understand expected goals and   acknowledge staff success in achieving these   * Identify resource needs and ensure goals are achieved within set budgets and deadlines * Use business data to evaluate outcomes and inform continuous improvement * Identify priorities that need to change and ensure the allocation of resources meets new business needs * Ensure that the financial implications of changed   priorities are explicit and budgeted for | Adept |

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| **FOCUS CAPABILITIES** | | | |
| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
|  | **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 actions * Understand delegations and act within authority levels * Identify and follow safe work practices, and be vigilant about own and others’ application of these practices * Be aware of risks and act on or escalate risks, as   appropriate   Use 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 deliverables * Contribute to developing project documentation   and resource estimates   * Contribute to reviews of progress, outcomes and future improvements * Identify 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 the 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.

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| **COMPLEMENTARY CAPABILITIES** | | | |
| **Capability group/sets** | **Capability name** | **Description** | **Level** |
|  | 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 | Intermediate |
|  | Work Collaboratively | Collaborate with others and value their contribution | Adept |
|  | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Advanced |
|  | 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 |