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| **Cluster** | Regional NSW |
| **Agency** | Department of Regional NSW |
| **Division/Branch/Unit** | Office of Regional Economic Development, Regional Precincts Group |
| **Location** | Regional NSW |
| **Classification/Grade/Band** | Clerk Grade 11/12 |
| **ANZSCO Code** | 251312 |
| **Role number** | Various |
| **PCAT Code** | 1124592 |
| **Date of Approval** | March 2022 |
| **Agency Website** | [www.regional.nsw.gov.au](http://www.regional.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

Grow the regional NSW economy by proactively promoting and attracting business investment which creates jobs, establishes supply chains, and ensures the economic and social resilience of our regional communities and families. Manage business and strategy development, and stakeholder relationships to support Regional NSW trade and investment objectives.

# Key accountabilities

* + Drive and attract inward investment across priority sectors and precincts related to state-wide projects and align activities to support the development of engine, emerging and new industries under the 20-Year Economic Vision for Regional NSW Refresh.
  + Drive investment lead generation across priority sectors and build a pipeline of potential investment.
  + Develop and execute key investment attraction strategies and sub-strategies, and provide expert advice and guidance on new and existing policy related to investment attraction.
  + Lead ORED engagement in cross-government investment attraction initiatives
  + Foster a small team that works with the wider ORED team in a proactive and reactive project environment including developing and executing operational processes that maximise team resources.
  + Provide timely, relevant and actionable market intelligence and advice on industry trends and major developments that have the capacity to provide new opportunities or mitigate threats to regional businesses and industries.
  + Actively manage stakeholder relationships within and outside the NSW Government to secure their involvement and support for investment attraction projects in regional NSW.
  + Prepare timely, accurate, relevant and high-quality briefings, submissions, reports, speeches and correspondence to clients and stakeholders to inform decision making.

Key challenges

* Balancing complex and multiple projects and/or investment attraction and industry development initiatives with sensitivity to time pressures, resource requirements, business impacts and relationships to diverse stakeholders.
* Keeping abreast of the various existing and emerging investment attraction and industry development trends, issues and legislative changes.
* Operating flexibly, being adaptable and assimilating information quickly.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Executive Director / Director | * Escalate issues, keep informed, advise and receive instructions * Provide input to project development, including trade and investment initiatives, and recommend variations where required |
| Departmental staff | * Guide, support, coach and mentor team members * Review work and proposals of team members * Participate in meetings to obtain the work group perspective and share information * Maintain effective working relationships to ensure collaboration and communication to facilitate a consolidated view |
| **External** |  |
| International investors | * Develop relationships to identify Regional NSW as their preferred location and support entry to market |
| Government, public sector, non-government, industry and community sectors and other relevant stakeholders | * Develop and maintain effective working relationships to facilitate the engagement and input of external stakeholders to enable optimal engagement and contribution to project work * Ensure consistent approach and avoid duplication * Collaboration on state significant investment opportunities |

Role dimensions

## Decision making

Decisions which are made by the position holder include:

* Setting work priorities within agreed parameters and approved work and project plans, organising and managing own workload, and allocation of tasks to any staff assisting with projects.
* Source of advice for internal and external stakeholders on matters related to investment initiatives and strategies.
* Format, content and tone of reports, briefs and other work in conjunction with the Director; and decides the scope, content and format of information provided to agencies and external stakeholders, liaising with the Director when necessary; consistent with Treasury Directions, public sector and corporate policies, priorities and industrial frameworks.
* Decisions referred to the Director include those requiring or resulting in significant changes to project outcomes or timeframes; those with the potential to escalate or create precedent; matters requiring a higher administrative or financial delegation or submission to a higher level of management.
* The role also represents the Director on relevant committees and working groups.

## Reporting line

Director, Investment Attraction

## Direct reports

Number of staff reporting directly: 1-2

## Budget/Expenditure

Nil

Key knowledge and experience

* Demonstrated experience in investment attraction and development and delivery of strategic initiatives.

Essential requirements

* Relevant tertiary qualifications coupled with relevant private sector experience, or equivalent relevant knowledge and experience.
* Proven experience in at least one of the following sectors: Technology; Manufacturing, Energy and Resources and Agribusiness.
* Demonstrated project lifecycle management and business development experience, with the capacity to build an investor client base and pipeline with limited resources, drive priorities and meet deadlines.
* Knowledge and understanding, or the demonstrated ability to develop an understanding of the Government’s trade, investment and industry development policies and programs, NSW’s international business operations, export and investment approaches, and market dynamics.
* Evidence of the COVID-19 vaccination must be provided upon commencement of employment. This is a condition of engagement should you be successfully appointed to a position within the Department of Regional NSW (which includes Local Land Services and the Soil Conservation Service).
* A current NSW driver’s licence.

# 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** |
|  | **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 and encourage others to do so  Act professionally and support a culture of integrity  Identify and explain ethical issues and set an example for others to follow  Ensure that others are aware of and understand the legislation and policy framework within which they operate  Act to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
| **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | | Act as a professional role model for colleagues, set high personal goals and take pride in their achievement  Actively seek, reflect and act on feedback on own performance  Translate negative feedback into an opportunity to improve  Take the initiative and act in a decisive way  Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation | Advanced |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | | Present with credibility, engage diverse audiences and test levels of understanding  Translate technical and complex information clearly and concisely for diverse audiences  Create opportunities for others to contribute to discussion and debate  Contribute to and promote information sharing across the organisation  Manage complex communications that involve understanding and responding to multiple and divergent viewpoints  Explore creative ways to engage diverse audiences and communicate information  Adjust style and approach to optimise outcomes  Write fluently and persuasively in plain English and in a range of styles and formats | Advanced |
| **Work Collaboratively**  Collaborate with others and value their contribution | | Recognise outcomes achieved through effective collaboration between teams  Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government  Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions  Network extensively across government and organisations to increase collaboration  Encourage others to use appropriate collaboration approaches and tools, including digital technologies | Advanced |
|  | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | | Seek and apply the expertise of key individuals to achieve organisational outcomes  Drive a culture of achievement and acknowledge input from others  Determine how outcomes will be measured and guide others on evaluation methods  Investigate and create opportunities to enhance the achievement of organisational objectives  Make sure others understand that on-time and on-budget results are required and how overall success is defined  Control business unit output to ensure government outcomes are achieved within budgets  Progress organisational priorities and ensure that resources are acquired and used effectively | Advanced |
| **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 | | Prepare and review project scope and business cases for projects with multiple interdependencies  Access key subject-matter experts’ knowledge to inform project plans and directions  Design and implement effective stakeholder engagement and communications strategies for all project stages  Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning  Develop effective strategies to remedy variances from project plans and minimise impact  Manage transitions between project stages and ensure that changes are consistent with organisational goals  Participate in governance processes such as project steering groups | Advanced |
|  | **Manage and Develop People**  Engage and motivate staff, and develop capability and potential in others | | Define and clearly communicate roles, responsibilities and performance standards to achieve team outcomes  Adjust performance development processes to meet the diverse abilities and needs of individuals and teams  Develop work plans that consider capability, strengths and opportunities for development  Be aware of the influences of bias when managing team members  Seek feedback on own management capabilities and develop strategies to address any gaps  Address and resolve team and individual performance issues, including unsatisfactory performance, in a timely and effective way  Monitor and report on team performance in line with established performance development frameworks | 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 | Advanced |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | 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 | Adept |
|  | Plan and Prioritise | | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Adept |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | Adept |
| 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 |
|  | Inspire Direction and Purpose | | Communicate goals, priorities and vision, and recognise achievements | Adept |
| Optimise Business Outcomes | | Manage people and resources effectively to achieve public value | Intermediate |
| Manage Reform and Change | | Support, promote and champion change, and assist others to engage with change | Intermediate |