

Role Description

Senior Program Development and Evaluation Officer



Cluster	Stronger Communities
Agency	Office of Sport
Division/Branch/Unit	Office of the Chief Executive / Executive and Ministerial Services
Role number	51000151
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	511112
PCAT Code	3119192
Date of Approval	29 September 2021
Agency Website	www.sport.nsw.gov.au

Agency overview

The Office of Sport is the lead NSW Government agency for sport and active recreation.

With a vision of sport and active recreation creating healthier people, connecting communities and making a stronger NSW, we provide the people of NSW with the leadership, policies, programs, funding and infrastructure necessary to maximise the social, health and economic benefits realised through this valued sector.

Our work is spread across NSW, with ten Sport and Recreation Centres, four Olympic Sport Venues and offices throughout the state.

Primary purpose of the role

The Senior Program Development and Evaluation Officer is responsible for coordinating the design and evaluation of grant programs to best achieve organisational outcomes. This includes development of grant guidelines, drafting the program logic and leading program evaluations in collaboration with internal and external stakeholders.

Key accountabilities

- Manage and coordinate the design of sporting grant programs and development of program guidelines in consultation with relevant business areas and ensure compliance with organisational procedures, best practice guidelines and governance standards.
- Lead the design of the evaluation of sporting grant programs to assess the effectiveness of programs and services, examine timelines, budget compliance, and cost/benefit of identified outcomes.
- Establish and maintain effective working relationships with program evaluators to ensure timely and effective delivery of the program evaluation.

- Lead the knowledge translation process for communicating lessons learnt and recommend remedial actions for improving programs, services and other initiatives as well as building industry capacity.
- Establish and maintain effective working relationships and networks with other Government agencies and representatives of key industry stakeholders to ensure collaborative approach to managing grants and alignment to other grant programs
- Manage procurement processes and contracts for consulting work undertaking reviews, evaluations, assessments or providing probity advice.
- Prepare briefings and correspondence to senior management in response to enquiries and requests in relation to grant programs.

Key challenges

- Building relationships with a range of key external stakeholders including senior representatives of sport and recreation industry and government and local, regional and community personnel, given the diversity of communication channels and styles that need to be employed.
- Managing peaks in team workloads with concurrent grant programs and high-volumes of requests and enquiries.

Key relationships

Who	Why
Internal	
Director / Manager	<ul style="list-style-type: none"> • Share information, liaise, consult, coordinate grant program activities and projects, escalate issues. • Source information, research issues and prepare accurate advice and draft responses to requests and enquiries.
Office of Sports Groups	<ul style="list-style-type: none"> • Liaison about grant program development, marketing, assessments and evaluations. • Advise on current and upcoming grant programs across the sector of relevance to sector stakeholders, business areas and regional delivery.
Funding and Grants team	<ul style="list-style-type: none"> • Provide support, advice and guidance to develop, measure and evaluate outcomes. • Support with drafting briefings and correspondence in response to requests and enquiries.
External	
Other government departments and agencies	<ul style="list-style-type: none"> • Engage with broader grant networks to source lessons learned and best practice in developing, measuring and evaluation program outcomes. • Source information about current and upcoming grant programs from Federal, State and Local Governments with similar or complimentary outcomes.
Contractors	<ul style="list-style-type: none"> • Manage procurement processes and contracts for consulting works in undertaking reviews, evaluations and probity advice.

Role dimensions

Decision making

The role makes decisions in relation to planning work activities and setting priorities for the team in consultation with the Manager Grant Programs, to ensure the effective coordination across relevant business areas and completing work within agreed timeframes.

The role has significant autonomy in identifying opportunities for engagement, collaboration and networking to ensure that grant programs are developed, delivered and evaluated in accordance with sector best practice and in alignment with other programs available in the sector.

Decisions on matters outside the role's accountabilities and on issues that are contentious or sensitive and may impact on the reputation of the Office are escalated to the Manager Grant Programs.

Reporting line

Manager Grant Programs

Direct reports

Senior Program Advisor

Budget/Expenditure

Financial Delegation up to \$50,000

Key knowledge and experience

- Demonstrated experience in the development of program evaluation frameworks or methodologies.
- Demonstrated experience with providing executive and ministerial advice on policy related matters or contentious issues.

Essential requirements

National Criminal Records Check

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	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> 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
	 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect <hr/> Work Collaboratively Provide customer-focused services in line with public sector and organisational objectives	Adept <hr/> Adept
 Results	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> 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 	Adept

		<ul style="list-style-type: none"> • 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 	
 Business Enablers	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	<ul style="list-style-type: none"> • Understand and comply with legal, policy and organisational guidelines and procedures relating to purchasing • Conduct delegated purchasing activities in line with procedures • Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements 	Intermediate
	Project Management Understand and apply effective project planning, coordination and control methods	<ul style="list-style-type: none"> • 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
 People Management	Inspire Direction and Purpose Communicate goals, priorities and vision, and recognise achievements	<ul style="list-style-type: none"> • Promote a sense of purpose, and help the team to understand the strategic direction of the organisation and the needs of customers and stakeholders • Translate broad organisational strategy and goals into tangible team goals and explain the links for the team • Ensure that team objectives and outcomes lead to the implementation of government priorities and create value for customers and stakeholders • Work to remove barriers to achieving goals 	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
 Personal Attributes	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
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	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
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	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	Intermediate
 Business Enablers	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
 People Management	Manage and Develop People	Engage and motivate staff, and develop capability and potential in others	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