Role Description
Associate Director

Cluster	The Treasury
Agency	NSW Treasury
Division/Branch/Unit	Trade, Tourism, Investment and Precincts
Location	Sydney CBD
Classification/Grade	Clerk Grade 11-12
ANZSCO Code	521211
PCAT Code	1221592
Date of Approval	February 2020
Agency Website	www.treasury.nsw.gov.au

Agency overview

The key customer of NSW Treasury is the NSW Government on behalf of the people of NSW. Our vision is ensuring that the people of NSW have access to services and infrastructure that deliver social and economic benefits underpinned by a strong and sustainable economic and financial position.

Information about the structure and functions of the NSW Treasury can be sourced on our website: https://www.treasury.nsw.gov.au (Refer to "About Treasury" and "Our Treasury Team").

As part of our vision to become a World Class Treasury, we believe Treasury has a primary role to support and invest in our key partners (service delivery clusters). This includes a responsibility to lift the financial management capability and culture across the sector and support NSW Government's commitment to achieve significant and sustainable financial management improvement.

Primary purpose of the role

A 12-month contract to lead the development of a Technology sector investment attraction strategy, engage key investors on the business advantages, and deliver investor services in the Technology sector that support and delivers significant investment and jobs creation. Act as the principle conduit for stakeholders to facilitate collaboration across industry, governmental departments and agencies.

Key accountabilities

- Lead the development of targeted Technology investment projects including the development and implementation of appropriate risk frameworks, performance measures, reporting standards, and systems to track, deliverables to ensure effective governance of new Projects.
- Undertake consultation within government and industry to identify industry challenges and warranted Projects to support industry investment in priority sectors.
- Form strategic relationships with industry partners, fostering alliances and collaborations across key industry sectors, businesses, governmental departments and agencies to deliver strategic industry Projects and Projects

- Develop written proposals outlining Project options and recommendations to the Division's senior management team
- Prepare Project scope and submission documentation for new Projects, including rigorous performance measurements and governance frameworks to measure and report on Project performance and deliverables against business cases
- Preparation of Ministerial briefings, reports, submissions on a range of Projects and initiatives

Key challenges
- Working across a dispersed and fragmented external stakeholder group to drive consensus and results
- Coordinating across a diverse range of NSW government organisations to deliver integrated solutions to industry
- Management competing priorities with finite resources within tight timeframes.

Key relationships

Who	Why
Internal	
Director, Industry Development	• Identify and establish responsibilities in Project development • Report and seek and provide feedback
Senior management	• Exchange information and coordinate Project activities • Collaborating on strategy development for communications material and coordinated stakeholder engagement, submission of briefs and advice
Team	• Guide, support and coach team members • Lead discussions and decisions regarding key Projects and deliverables
External	
Government agencies and local government stakeholders	• Consistently and appropriately partnering and providing advice with regard to NSW Government direction for consistent messaging regarding Project implementation, to engender support and provide clear information to stakeholders
Industry stakeholders, community advocacy groups and other non-government stakeholders	• Build and maintain effective and supportive relationships and engage dialogue to develop shared long term goals, provide thorough and meaningful information to educate stakeholders and the general public

Role dimensions

Decision making

- Makes operational decisions to support the development and implementation of event strategies, initiatives and Projects.
- Works closely with the Director, Investment Attraction to provide Project and stakeholder communication strategy advice to the Executive Director and Executive leadership team

Reporting line

Director, Investment Attraction

Direct report

Nil

Budget/Expenditure

Nil

Essential Requirements

- Experience in client and stakeholders management, investment or business attraction,
- Strong Knowledge of the NSW and Global Technology sector (drivers of technology investment).
- Tertiary qualifications in international business, economics, marketing, or other relevant disciplines.
- Excited to be supporting the creation of jobs in a pre-covid environment, assisting NSW in building high-value high-skilled new jobs of the future.

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	**Advanced**
	Manage Self	Adept
	Value Diversity	**Advanced**
Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	**Adept**
	Influence and Negotiate	**Advanced**
Results	Deliver Results	Adept
	Plan and Prioritise	Adept
	Think and Solve Problems	**Advanced**
	Demonstrate Accountability	**Adept**
Business Enablers	Finance	Adept
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	**Advanced**
People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Adept
	Optimise Business Outcomes	Intermediate
	Manage Reform and Change	**Intermediate**

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	Advanced	• Model the highest standards of ethical behaviour and reinforce them in others • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Ensure that others have a working understanding of the legislation and policy framework within which they operate • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act on reported breaches of rules, policies and guidelines
Personal Attributes Value Diversity	Advanced	• Encourage and include diverse perspectives in the development of policies and strategies • Leverage diverse views and perspectives to develop new approaches to delivery of outcomes • Build and monitor a workplace culture that values fair and inclusive practices and diversity principles • Implement methods and systems to ensure that individuals can participate to their fullest ability • Recognise the value of individual differences to support broader organisational strategies
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 Think and Solve Problems	Advanced	• Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements • Implement systems and processes that underpin high quality research and analysis
Results Demonstrate Accountability	Adept	• Assess work outcomes and identify and share learnings to inform future actions • Ensure that actions of self and others are focused on achieving organisational outcomes • Exercise delegations responsibly • Understand and apply high standards of financial probity with public monies and other resources • Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others • Conduct and report on quality control audits • Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks
Business Enablers Project Management	Advanced	• Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts • Access key subject-matter experts' knowledge to inform project plans and directions • Implement effective stakeholder engagement and communications strategy for all stages of projects • Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans, and minimise impacts • Manage transitions between project stages and ensure that changes are consistent with organisational goals
People Management Manage and Develop People	Adept	• Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results • Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way • Monitor and report on performance of team in line with established performance development frameworks