

# Role Description

## Policy Adviser

Cluster	The Treasury
Agency	NSW Treasury
Division/Branch/Unit	Economic Strategy and Productivity Group
Location	Sydney CBD
Classification/Grade/Band	Grade 7/8
Kind of Employment	Ongoing
ANZSCO Code	224311
PCAT Code	2119192
Date of Approval	October 2019
Agency Website	<a href="https://www.treasury.nsw.gov.au">https://www.treasury.nsw.gov.au</a>

### Why NSW Treasury

As the NSW Government's principal financial and economic adviser, Treasury's role is to enable the Government to deliver its promise to the people of New South Wales that the State will always be a great place to live and work!

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

Look at the NSW Treasury website for further information about our structure and functions:

<https://www.treasury.nsw.gov.au/about-treasury/about-nsw-treasury>

### The Team

The Economic Strategy and Productivity team consults widely across government and with external stakeholders to identify regulatory and microeconomic reforms to improve productivity, economic growth and living standards in NSW. The productivity team assist in identifying, evaluating and advising government on reforms to raise productivity in New South Wales, including initiatives to drive competition and innovation.

### Primary purpose of the role

The Policy Adviser prepares high quality advice and analysis to inform and influence policy development and government decision making for regulatory proposals.

## Key accountabilities

- Review policy proposals and prepare advice to inform government decision making on a wide range of regulatory matters
- Develop productive working relationships with NSW government agencies and other key stakeholders to support early engagement in the policy development process for major regulatory proposals
- Provide project delivery and support services, including preparation of discussion papers, briefs and submissions, to contribute to Regulatory Improvement Branch strategic objectives
- Undertake research and analysis and prepare presentations and reports to support the NSW Productivity Commissioner to identify regulatory reforms to improve productivity and economic growth in NSW

## Key challenges

- Delivering high quality advice and analysis on regulatory proposals within Cabinet timeframes, managing a broad range of competing demands and priorities, and working collaboratively to achieve team outcomes

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"><li>• Participate in discussions and decisions regarding policy development</li><li>• Escalate issues and propose solutions</li><li>• Receive guidance and provide regular updates on key tasks, issues and priorities</li></ul>
Work Team	<ul style="list-style-type: none"><li>• Support team members and work collaboratively to contribute to achieving team outcomes</li><li>• Provide and receive feedback</li><li>• Participate in meetings, share information and provide input on issues</li></ul>
Stakeholders	<ul style="list-style-type: none"><li>• Respond to enquiries and participate in formulating policy advice to agencies</li><li>• Develop productive working relationships to support well-evidenced policy making processes</li></ul>
<b>External</b>	
Stakeholders	<ul style="list-style-type: none"><li>• Respond to enquiries and provide guidance and advice on regulatory proposals</li><li>• Develop productive working relationships with agencies and other key stakeholders to promote better regulatory policy outcomes</li><li>• Identify opportunities for early engagement on policy proposals</li></ul>





## 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](http://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	<b>Display Resilience and Courage</b>	<b>Intermediate</b>
	Act with Integrity	Intermediate
	<b>Manage Self</b>	<b>Intermediate</b>
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Intermediate</b>
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Intermediate</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	<b>Project Management</b>	<b>Intermediate</b>

### 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
<b>Personal Attributes</b>	Intermediate	<ul style="list-style-type: none"> <li>Be flexible and adaptable and respond quickly when situations change</li> <li>Offer own opinion and raise challenging issues</li> </ul>
Display Resilience and Courage		

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>• Listen when ideas are challenged and respond in a reasonable way</li> <li>• Work through challenges</li> <li>• Stay calm and focused in the face of challenging situations</li> </ul>
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>• Adapt existing skills to new situations</li> <li>• Show commitment to achieving work goals</li> <li>• Show awareness of own strengths and areas for growth and develop and apply new skills</li> <li>• Seek feedback from colleagues and stakeholders</li> <li>• Maintain own motivation when tasks become difficult</li> </ul>
<b>Relationships</b> Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>• Tailor communication to the audience</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Monitor own and others' non-verbal cues and adapt where necessary</li> <li>• Create opportunities for others to be heard</li> <li>• Actively listen to others and clarify own understanding</li> <li>• Write fluently in a range of styles and formats</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>• Complete work tasks to agreed budgets, timeframes and standards</li> <li>• Take the initiative to progress and deliver own and team/unit work</li> <li>• Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals</li> <li>• Seek and apply specialist advice when required</li> </ul>
<b>Results</b> Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> <li>• Research and analyse information and make recommendations based on relevant evidence</li> <li>• Identify issues that may hinder completion of tasks and find appropriate solutions</li> <li>• Be willing to seek out input from others and share own ideas to achieve best outcomes</li> <li>• Identify ways to improve systems or processes which are used by the team/unit</li> </ul>
<b>Business Enablers</b> Project Management	Intermediate	<ul style="list-style-type: none"> <li>• Perform basic research and analysis which others will use to inform project directions</li> <li>• Understand project goals, steps to be undertaken and expected outcomes</li> <li>• Prepare accurate documentation to support cost or resource estimates</li> <li>• Participate and contribute to reviews of progress, outcomes and future improvements</li> <li>• Identify and escalate any possible variance from project plans</li> </ul>