

# Role Description

## Principal Infrastructure Economist

Cluster	Education
Agency	NSW Department of Education
Division/Branch/Unit	School Infrastructure NSW/Infrastructure Planning
Role number	TBA
Classification/Grade/Band	Clerk Grade 11/12
ANZSCO Code	139999
PCAT Code	1319192
Date of Approval	TBA
Agency Website	<a href="http://education.nsw.gov.au">education.nsw.gov.au</a> <a href="http://schoolinfrastructure.nsw.gov.au">schoolinfrastructure.nsw.gov.au</a>

### Agency overview

The NSW Department of Education serves the community by providing world-class education for students of all ages.

We ensure young children get the best start in life by supporting and regulating the early childhood education sector. We are the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population. We are committed to fostering vibrant, sustainable and high-performing vocational and higher education sectors.

We are responsible for enacting NSW Government policy, driving improvement in education, and overseeing policy, funding and compliance issues relating to non-government schools. We respect and value Aboriginal and Torres Strait Islander people as First Peoples of Australia.

School Infrastructure NSW (SINSW) is delivering new school buildings, major upgrades and maintenance strategies to ensure every school-aged child has access to high quality education facilities at their local public school. This encompasses the largest investment in public education infrastructure in the history of NSW.

### Primary purpose of the role

Lead the development and delivery of high-quality, professional economic analysis and advice to support rigorous, evidence-based business case development for current and future school infrastructure in alignment with relevant strategic directions and agency objectives. This role provides expert advice and coaching across technical areas and quantitative analysis, including cost-benefit analysis.

### Key accountabilities

- Lead and manage the development and delivery of complex economic analysis and research to support the formulation of sound infrastructure business cases and planning proposals.

- Lead and manage the development, implementation and review of the cost-benefit analysis (CBA) framework for existing projects, and consult with NSW Treasury where required, to ensure the provision of high-quality, data-driven analysis and recommendations.
- Provide expert, authoritative and timely advice to the Executive Director, Infrastructure Planning and other senior stakeholders on complex infrastructure analysis, trends and insights to inform evidence-based planning and decision making.
- Develop and build collaborative relationships and partnerships with a range of internal and external stakeholders to facilitate participation, engagement and consultation and leverage their expertise.
- Develop and implement strategies for the use and application of innovative techniques, tools and methodologies to deliver rigorous, data-driven insights and analysis.
- Manage, monitor and review evidence-based analysis and reporting, and lead and contribute to specialised projects, to embed best practice approaches and support ongoing continuous improvement and innovation.
- Identify, anticipate and evaluate emerging and complex issues, and develop alternative solutions and options, to effectively manage and mitigate risks and achieve desired outcomes.
- Prepare high-quality briefings, reports and other correspondence to facilitate timely and professional stakeholder communications.

## Key challenges

- Managing complex negotiations and consultations with a diverse group of stakeholders, often with varying viewpoints, interests and expectations.
- Anticipating and addressing complex issues and providing well-researched, strategic advice, often within tight timeframes.
- Maintaining specialist knowledge and understanding of the current legislative and policy settings and the impact of changing variables on infrastructure planning in a dynamic, complex educational environment.

## Key relationships

Who	Why
<b>Internal</b>	
Executive Director, Infrastructure Planning	<ul style="list-style-type: none"> <li>• Receive direction, advice, guidance and performance feedback.</li> <li>• Provide expert, authoritative advice and contribute to decision making.</li> <li>• Provide regular briefings and status reports and discuss future directions.</li> <li>• Identify emerging issues/risks, their implications and propose solutions.</li> </ul>
Infrastructure Planning project teams	<ul style="list-style-type: none"> <li>• Work collaboratively to support the team in achieving business outcomes.</li> <li>• Participate in meetings, share information and provide input on issues.</li> </ul>
Direct reports	<ul style="list-style-type: none"> <li>• Coach, mentor, guide and support to build professional capabilities, achieve agreed priorities and deliver customer-focused outcomes.</li> <li>• Set performance expectations and manage performance and development.</li> </ul>

Who	Why
Customers/Stakeholders, including School Infrastructure NSW business units.	<ul style="list-style-type: none"> <li>• Provide expert advice, analysis and evidence-based infrastructure solutions.</li> <li>• Consult and collaborate with to define mutual interests and determine strategies to achieve their resolution.</li> <li>• Develop and maintain collaborative working relationships to facilitate engagement and consultation.</li> </ul>
<b>External</b>	
Other NSW Government agencies, including NSW Treasury and the NSW Department of Planning	<ul style="list-style-type: none"> <li>• Establish networks to enable performance benchmarking and maintain currency in trends and developments.</li> <li>• Contribute to cross agency or whole of government projects/programs.</li> <li>• Develop and maintain collaborative working relationships and open channels of communication.</li> <li>• Consult with NSW Treasury on the cost-benefit analysis (CBA) framework and its implementation across school infrastructure projects.</li> </ul>
Learning Networks/Communities of Practice	<ul style="list-style-type: none"> <li>• Actively participate in internal and/or external learning opportunities, briefing sessions and workshops.</li> </ul>
Professional/Industry Associations and other relevant groups	<ul style="list-style-type: none"> <li>• Maintain specialist knowledge and currency.</li> <li>• Build professional expertise and networks.</li> </ul>

## Role dimensions

### Decision making

The role has a high level of autonomy, uses initiative in performing its core work functions and applies specialised knowledge, skills and professional judgement to make well-considered strategic advice and recommendations and achieve desired outcomes. Is fully accountable for the delivery of work assignments on time, within budget and to expectations in terms of quality, deliverables and outcomes. The role is fully accountable for the quality, integrity and accuracy of the content of advice and recommendations provided.

In matters that are sensitive, high-risk or business-critical, the role consults with the Executive Director to agree on a suitable course of action.

### Reporting line

Executive Director, Infrastructure Planning

### Direct reports

Nil

### Budget/Expenditure

Budget - Nil

Financial delegation – in accordance with the Department’s policy as prescribed for a Clerk Grade 11/12.

## Key knowledge and experience

- Extensive experience in the provision of specialist, expert advice and/or quantitative analysis, including cost-benefit analysis.
- Knowledge of, and commitment to implementing the Department's [Aboriginal Education Policy](#) and upholding the [Department's Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

## Essential requirements

- Relevant tertiary qualifications in Economics, Mathematics, Statistics or a related field and/or demonstrated equivalent professional experience.
- Demonstrated understanding of, and commitment to, the value of public education.

## 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
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"><li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li><li>• Act professionally and support a culture of integrity</li><li>• Identify and explain ethical issues and set an example for others to follow</li><li>• Ensure that others are aware of and understand the legislation and policy framework within which they operate</li><li>• Act to prevent and report misconduct and illegal and inappropriate behaviour</li></ul>	Adept



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**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



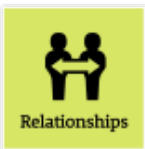
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**Communicate Effectively**

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



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**Work Collaboratively**

Collaborate with others and value their contribution

- Encourage a culture that recognises the value of collaboration
- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services

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**Plan and Prioritise**

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Understand the links between the business unit, organisation and the whole-of-government agenda
- Ensure business plan goals are clear and appropriate and include contingency provisions
- Monitor the progress of initiatives and make necessary adjustments
- Anticipate and assess the impact of changes, including government policy and economic conditions, on business plans and initiatives and respond appropriately
- Consider the implications of a wide range of complex issues and shift business priorities when necessary
- Undertake planning to help the organisation transition through change initiatives, and evaluate progress and outcomes to inform future planning

Advanced



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**Think and Solve Problems**

Think, analyse and consider the broader context to develop practical solutions

- 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 in collaboration with others
- Take account of the wider business context when considering options to resolve issues
- Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
- Implement systems and processes that are underpinned by high-quality research and analysis
- Look for opportunities to design innovative solutions to meet user needs and service demands
- Evaluate the performance and effectiveness of services, policies and programs against clear criteria

Advanced

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**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

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## 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.

Capability group/sets	Capability name	Description	Level
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	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	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
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	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	Adept
	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	Adept
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Adept