

# Role Description

## Senior Policy Officer



Cluster	Stronger Communities
Agency	NSW Police Force
Command/Business Unit	Office of the Commissioner
Location	Sydney
Classification/Grade/Band	Clerk 9/10
ANZSCO Code	224412
PCAT Code	1119192
NSWPF Role Number	
Date of Approval	22/08/2019
Agency Website	<a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>

### Agency overview

The NSW Police Force (NSWPF) vision is for a *Safe and Secure New South Wales*, which is achieved by police working with the community to reduce violence, crime and fear.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 16,000 sworn officers providing a range of law and order services 24 hours a day, seven days a week to the socially, geographically and culturally diverse community of NSW.

The organisation has four function lines, based across a number of locations. Metropolitan Field Operations and Regional NSW Field Operations provide frontline services directly to the community. Investigations & Counter Terrorism provides investigative, technical and counter terrorism expertise. Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

The NSW Police Force is a proud employer of a diverse range of people. This includes, but is not limited to, people who identify as Aboriginal or Torres Strait Islander, LGBTIQ, people, with disability, people who come from a variety of cultural, religious or ethnic backgrounds, and workers of all ages. The NSWPF is committed to reflecting the diverse community we serve and creating an inclusive and respectful workplace for all employees, where difference is embraced, contributions are valued, and everyone has a sense of connection and belonging. This enables the growth and development of a talented and diverse workforce across the state, in a wide range of roles, at all levels.

The NSWPF *Statement of Values* and *Code of Conduct & Ethics* outlines appropriate behaviour for all NSW Police Force staff. All employees of NSWPF are expected to ensure ethics are incorporated into all aspects of their work making ethical behaviour, practices and decision making a part of daily routine. This further extends to ensuring confidentiality and information security is maintained at all times.

Work, Health and Safety legislation requires all employees to have specific responsibilities. This role is responsible for following all NSWPF health and safety policies, and taking all reasonable care that their actions or omissions do not impact on the health and safety of others.

### Primary purpose of the role

The Senior Policy Officer manages and coordinates the development and delivery of complex policy initiatives and reforms that meet the NSWPF commitments.

The role assists the Director and team members to ensure NSWPF objectives are achieved.

## Key accountabilities

- Research, analyse, review and provide advice on complex policy issues and develop sound options that support the NSWPF and Government's policy directions
- Engage and consult with key stakeholders to identify and develop solutions that support sound policy decisions and approaches
- Contribute to the implementation of, evaluate and report on policy initiatives to monitor achievement of desired outcomes
- Identify emerging issues and recommend solutions to resolve problems and mitigate risks
- Work as a senior member of a team to deliver agreed policy priorities and initiatives
- Develop and maintain good working relationships with representatives from other agencies, and key stakeholders when undertaking negotiations and consultations on matters of common concern
- Participate in committees as required.

## Key challenges

- Operate flexibly, be adaptable and assimilate information quickly in an often changing and unpredictable environment
- Providing policy advice that is accurate, objective and timely in a high-volume work environment with competing priorities and deadlines
- Building and maintaining effective working relationships both within and outside the organisation.

## Key relationships

Who	Why
<b>Internal*</b>	
Commissioner of Police	<ul style="list-style-type: none"> <li>• Provide policy advice and support to the Commissioner's Office.</li> </ul>
Minister / Minister's Office	<ul style="list-style-type: none"> <li>• Provide policy advice and support to the Minister for Police. Liaise with the Minister's Office.</li> </ul>
Director / Manager	<ul style="list-style-type: none"> <li>• Escalate issues, advise and keep informed.</li> </ul>
Stakeholders	<ul style="list-style-type: none"> <li>• Build productive working relationships</li> <li>• Communicate and report on policy proposals</li> <li>• Provide advice on policy issues.</li> </ul>
<b>External</b>	
State and Commonwealth government agencies, and other key stakeholders	<ul style="list-style-type: none"> <li>• Engage and consult on policy issues.</li> </ul>

## Role dimensions

### Decision making

The Senior Policy Officer works closely with minimal supervision, and prepares policy and legal advice, including making recommendations, under the pressure of time constraints. The role analyses and evaluates issues, using sound judgement, discretion and initiative in providing policy advice in relation to specific areas of government law enforcement policy, or other issues assigned and makes day-to-day decisions relating to work priorities and workload management.

The occupant needs to make decisions about the content of advice, information and draft organisational and Ministerial correspondence provided. The role also makes decisions in relation to the carriage and progress of projects for which the position is responsible, for example in relation to the holding of necessary meetings, consultations, and the like in consultation with the Director / Manager.

The occupant exercises discretion in handling confidential and sensitive information.

### Reporting line

Depending on the Command / Business Unit, this role may report to any of the following:

- Director – Senior Executive
- Manager – Clerk 11/12
- Principal Policy Officer – Clerk 11/12

### Direct reports

- Nil

### Budget/Expenditure

- Nil

### Essential requirements



- Relevant tertiary qualifications or equivalent experience.
- Relevant experience and knowledge in delivering government policy initiatives and legislative reform.
- A good understanding of the machinery of Government; and of Cabinet and Parliamentary processes.
- Relevant experience and knowledge in delivering government policy initiatives and legislative reform.

### 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>Adept</b>
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	<b>Influence and Negotiate</b>	<b>Intermediate</b>

## NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Adept
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</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> Display Resilience and Courage	Adept	<ul style="list-style-type: none"> <li>Be flexible, show initiative and respond quickly when situations change</li> <li>Give frank and honest feedback/advice</li> <li>Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively</li> <li>Raise and work through challenging issues and seek alternatives</li> <li>Keep control of own emotions and stay calm under pressure and in challenging situations</li> </ul>
<b>Personal Attributes</b> Act with Integrity	Adept	<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>Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>Set an example for others to follow and identify and explain ethical issues</li> <li>Ensure that others understand the legislation and policy framework within which they operate</li> <li>Act to prevent and report misconduct, illegal and inappropriate behaviour</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>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Influence and Negotiate	Intermediate	<ul style="list-style-type: none"> <li>Utilise facts, knowledge and experience to support recommendations</li> <li>Work towards positive and mutually satisfactory outcomes</li> <li>Identify and resolve issues in discussion with other staff and stakeholders</li> <li>Identify others' concerns and expectations</li> <li>Respond constructively to conflict and disagreements</li> <li>Keep discussion focused on the key issues</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering on intended outcomes</li> <li>Make sure team/unit staff understand expected goals and acknowledge success</li> <li>Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options</li> <li>Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>Prepare clear project proposals and define scope and goals in measurable terms</li> <li>Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>Prepare accurate estimates of costs and resources required for more complex projects</li> <li>Communicate the project strategy and its expected benefits to others</li> <li>Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>Evaluate progress and identify improvements to inform future projects</li> </ul>

## Version Control

Version	Summary of Changes	Date
V1.0	Position Description translated from Justice into Role Description template	20.08.2019
V1.1	Minor wording amendments and additions in Key Relationships	12.09.2019

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