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| **Cluster** | Regional NSW |
| **Agency** | Department of Regional NSW |
| **Division/Branch/Unit** | Public Works Advisory and Regional Development |
| **Location** | Various |
| **Classification/Grade/Band** | Clerk Grade 11/12 |
| **ANZSCO Code** | 139999 |
| **PCAT Code** | 2119192 |
| **Date of Approval** | May 2020 |
| **Agency Website** | www.drnsw.nsw.gov.au |

Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department is responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state’s mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

Primary purpose of the role

Leads the coordination and delivery of regional development programs, providing strategic and program

management oversight and support, including program and project reporting, governance and risk

management, issue tracking, quality control and post project analysis and reporting. Acts as a principle

facilitator for program delivery requiring collaboration and brokering across regional NSW, industry,

governmental departments and agencies.

Key accountabilities

* Lead program delivery, developing and implementing appropriate governance and risk frameworks, performance measures, reporting standards, assessment tools and systems to track, monitor and report on identified milestones and deliverables to ensure effective governance of new and existing programs
* Collaborate with internal stakeholders and program partners, at a senior level, to effectively scope, develop and deliver appropriately targeted regional development programs to deliver identified outcomes within required timeframes
* Maintain and enhance a regional funding program framework, embedding administrative, audit and governance systems and processes, and embedding key performance measures to manage identified new and existing regional funding programs
* Manage the administration and appropriate allocation of funding support for peak regional committees, business chambers and industry bodies
* Foster and develop strategic working partnerships with internal and external stakeholders to broker, develop and deliver programs
* Provide expert advice to the senior executive and Minister's Offices on regional infrastructure and regional development program deliverables and design
* Contribute to preparation of written briefings, reports, submissions and correspondence to a state and national audience, as well as ministerial briefing papers and correspondence, on a range of programs and initiatives.

Key challenges

* Undertaking relationship management with government agencies, exercising diplomacy and astute judgment when liaising with peak regional advisory bodies, Regional Development Australia Committees and other federal, state and local government agencies
* Identifying regional opportunities and risks to successfully deliver infrastructure, regional development and tourism programs and strategies.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Executive Director/Director | * Advising on project management processes to advance the   Australian and NSW Governments’ infrastructure and regional growth  initiatives and funding programs   * Providing advice on issues management and responses |
| Senior Management team | * Collaborating closely on strategy development, project development,   business planning, submission of briefs and advice, and  management of significant projects and/or issues |
| Work team | * Guide, support, coach and mentor |
| **External** |  |
| State and federal government  agencies; local government | * Build relationships and facilitate the identification regional   infrastructure opportunities and risks for the NSW economy, to  develop concepts and negotiate research and program priorities |
| Peak industry bodies, COAG, Industry Advisory Councils | * Providing comprehensive analysis and information on specific   programs   * Seek and provide advice and policy direction in whole or government   or intergovernmental forums |
| Regional industry peak bodies and key  stakeholders | * Identifying new and emerging initiatives, issues and markets,   identifying key regional sectors to support the delivery of a suite of  infrastructure and regional growth projects |

Role dimensions

Decision making

* Provides program advice, priorities and direction on emerging issues impacting industry development, innovation, regional economic development and economic growth
* Has autonomy to deliver programs, and to change priorities within approved business plans
* Ensures all documents, reports, ministerial correspondence, project proposals and submissions are completed within required timeframes and to a high standard.

Reporting line

Director, Infrastructure

Direct reports

Nil

Budget/Expenditure

TBA

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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** |
|  | **Display Resilience and Courage**  Be open and honest, prepared to express your views, and willing to accept and commit to change | | Remain composed and calm and act constructively in highly pressured and unpredictable environments  Give frank, honest advice in response to strong contrary views  Accept criticism of own ideas and respond in a thoughtful and considered way  Welcome new challenges and persist in raising and working through novel and difficult issues  Develop effective strategies and show decisiveness in dealing with emotionally charged situations and difficult or controversial issues | Advanced |
| **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | | Represent the organisation in an honest, ethical and professional way and encourage others to do so  Act professionally and support a culture of integrity  Identify and explain ethical issues and set an example for others to follow  Ensure that others are aware of and understand the legislation and policy framework within which they operate  Act to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
| **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | | 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 |
|  | **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | | Take responsibility for delivering high-quality customer-focused services  Design processes and policies based on the customer’s point of view and needs  Understand and measure what is important to customers  Use data and information to monitor and improve customer service delivery  Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers  Maintain relationships with key customers in area of expertise  Connect and collaborate with relevant customers within the community | Adept |
|  | **Demonstrate Accountability**  Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | | Assess work outcomes and identify and share learnings to inform future actions  Ensure that own actions and those of 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 own and others’ health and safety  Conduct and report on quality control audits  Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks | Adept |
|  | **Finance**  Understand and apply financial processes to achieve value for money and minimise financial risk | | Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures  Understand the impacts of funding allocations on business planning and budgets  Identify discrepancies or variances in financial and budget reports, and take corrective action  Know when to seek specialist advice and support and establish the relevant relationships  Make decisions and prepare business cases, paying due regard to financial considerations | Adept |
| **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 |

# 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** |
|  | Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Adept |
|  | Communicate Effectively | | Communicate clearly, actively listen to others, and respond with understanding and respect | Advanced |
| Work Collaboratively | | Collaborate with others and value their contribution | Advanced |
| 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 |
| Plan and Prioritise | | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| Think and Solve Problems | | Think, analyse and consider the broader context to develop practical solutions | Advanced |
|  | Technology | | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Adept |