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| **Cluster** | Regional NSW |
| **Agency** | Department of Regional NSW |
| **Division/Branch/Unit** | DPI / Infrastructure, Investment & Business Development / Rural Assistance Authority |
| **Location** | ORANGE |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **Job Family** | Bespoke/Policy/Delivery |
| **Role Number** | 5105594 |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | January 2022 |
| **Agency Website** | http://www.raa.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.

The NSW Department of Primary Industries (NSW DPI) supports the development of profitable primary industries that create a more prosperous NSW and contributes to a better environment through the sustainable use of natural resources.

DPI Infrastructure, Investment & Business Development Branch is focused on maximising the Department’s portfolio of commercial activities and infrastructure, as well as building new commercialisation pathways and opportunities for DPI, its people and projects by focusing on the Department’s external interface with customers and communities, alignment of strategic priorities and investment and formation of strong business partnerships.

As a specialist administrator of government financial assistance programs including loans, rebates, grants and other ad hoc funding programs, the Rural Assistance Authority (RAA) plays an active role in contributing to farming and rural policies and provides advice to the Minister for Agriculture and Western NSW. The organisation is governed by the *Rural Assistance Act* 1989 and is a statutory body under the *Government Sector Finance Act* 2018 (NSW).

# Primary purpose of the role

Undertake complex research and analysis and collaborate and communicate to develop, keep current and implement the RAAs policy framework and evaluation program.

# Key accountabilities

* Manage and coordinate strategic policy development by preparing briefings and advice in response to Ministerial and Departmental Executive requests
* Analyse and review policies and regulatory frameworks and their impact on primary industries and provide advice to the Department, Minister and other agencies
* Develop, keep current and implement the RAA program evaluation plan
* Undertake research and analysis, and liaise with industry stakeholders to identify emerging issues and recommend solutions to resolve problems and mitigate risks
* Prepare briefings, board papers, submissions, Ministerial and other correspondence, speeches and reports in relation to the work of the RAA
* Represent the Department in state and national policy forums and negotiations to advise on strategic policy issues and obtain feedback
* Review the implementation of policy and policy reforms to assess appropriateness, effectiveness and efficiency and determine the need for corrective action and policy review and to inform future planning

Key challenges

* Providing high level policy advice and pragmatic solutions to the Minister’s Office and/or Executive in line with the Department’s Strategic Plan and broader government policies, within tight time-frames.
* Linking together emerging Government policy on primary industry issues with policy inputs from technical areas within the Department.

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager | * Seek guidance, provide updates and escalate issues
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| Team | * Support the team and share information and research
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| Chief Executive | * Consult and discuss critical issues
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| RAA Board | * Prepare and present agenda papers
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| Departmental staff | * Exchange information, discuss issues and coordinate policy and evaluation work for the RAA with Departmental initiatives
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| **External** |  |
| Government agencies and stakeholder groups | * Develop strategic networks across government to identify and respond to emerging policy issues, seek information, work on intergovernmental policy initiatives and to develop informed policy advice.
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# Role dimensions

## Decision making

* Assesses and advises on the appropriate approach and strategy on a wide range of complex policy issues including program guidelines.
* Evaluates RAA programs of assistance and proposes solutions to issues raised to assist the RAA with continuous improvement.
* Refers to the Manager on critical issues.
* Initiates and maintains communication strategies and networks with internal and external stakeholders.
* In consultation with others, provides content for advice and information in response to questions, or for Ministerial correspondence, briefs, submissions and reports.

## Reporting line

Manager

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* Detailed knowledge of the machinery of Government, including Cabinet and legislative processes and ability to understand and interpret a wide variety of legislation and expertise in policy development, implementation and review.
* Broad understanding of primary industry issues, particularly agribusiness and farm finance, and relevant policy and legislative frameworks.

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

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| --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
| personal-attributes | **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 soAct professionally and support a culture of integrityIdentify and explain ethical issues and set an example for others to followEnsure that others are aware of and understand the legislation and policy framework within which they operateAct to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
| personal-attributes | **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 practicesLook for and take advantage of opportunities to learn new skills and develop strengthsShow commitment to achieving challenging goalsExamine and reflect on own performanceSeek and respond positively to constructive feedback and guidanceDemonstrate and maintain a high level of personal motivation | Adept |
| relationships | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Present with credibility, engage diverse audiences and test levels of understandingTranslate technical and complex information clearly and concisely for diverse audiencesCreate opportunities for others to contribute to discussion and debateContribute to and promote information sharing across the organisationManage complex communications that involve understanding and responding to multiple and divergent viewpointsExplore creative ways to engage diverse audiences and communicate informationAdjust style and approach to optimise outcomesWrite fluently and persuasively in plain English and in a range of styles and formats | Advanced |
| relationships | **Influence and Negotiate**Gain consensus and commitment from others, and resolve issues and conflicts | Influence others with a fair and considered approach and present persuasive counter-argumentsWork towards mutually beneficial ‘win-win’ outcomesShow sensitivity and understanding in resolving acute and complex conflicts and differencesIdentify key stakeholders and gain their support in advanceEstablish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromiseAnticipate and minimise conflict within the organisation and with external stakeholders | Advanced |
| results | **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidenceAnticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experienceApply creative-thinking techniques to generate new ideas and options to address issues and improve the user experienceSeek contributions and ideas from people with diverse backgrounds and experienceParticipate in and contribute to team or unit initiatives to resolve common issues or barriers to effectivenessIdentify and share business process improvements to enhance effectiveness | Adept |
| results | **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 actionsEnsure that own actions and those of others are focused on achieving organisational outcomesExercise delegations responsiblyUnderstand and apply high standards of financial probity with public monies and other resourcesIdentify and implement safe work practices, taking a systematic risk management approach to ensure own and others’ health and safetyConduct and report on quality control auditsIdentify risks to successfully achieving goals, and take appropriate steps to mitigate those risks | Adept |
| business-enablers | **Project Management**Understand and apply effective planning, coordination and control methods | Understand all components of the project management process, including the need to consider change management to realise business benefitsPrepare clear project proposals and accurate estimates of required costs and resourcesEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsIdentify and evaluate risks associated with the project and develop mitigation strategiesIdentify and consult stakeholders to inform the project strategyCommunicate the project’s objectives and its expected benefitsMonitor the completion of project milestones against goals and take necessary actionEvaluate progress and identify improvements to inform future projects | Adept |

## 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.

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| **Capability group/sets** | **Capability name** | **Description** | **Level** |
| personal-attributes | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| relationships | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| relationships | Work Collaboratively | Collaborate with others and value their contribution | Adept |
| results | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |