

Role Description

Investment Attraction Specialist



Treasury

Cluster	Treasury
Agency	NSW Treasury
Division/Branch/Unit	Jobs, Investment and Tourism / Investment Attraction
Location	Sydney CBD
Classification/Grade/Band	Senior Executive Band 2
Kind of Employment	Ongoing
ANZSCO Code	111211
PCAT Code	1226892
Date of Approval	20 October 2020
Agency Website	https://www.treasury.nsw.gov.au

The Organisation

NSW Treasury helps guide the State's growth for the benefit of the people who live, work and study in NSW. We do this by managing the State's finances and assets to make sure the community is gaining the most value from them and supporting reforms to maintain a strong and competitive economy. Our work includes boosting trade, investment and tourism, developing industry, supporting jobs growth, improving service delivery to the community and increasing living standards. We are purposeful and outcomes focused.

NSW is made up of a diverse community with different needs. It is crucial for us to understand and involve the voices of these communities that we serve, design and create policies for. We believe a diverse workplace, where the best people for the job collaborate towards great outcomes, is a world-class workplace. Therefore, we are always on the lookout for people who can bring diverse perspectives that reflect NSW communities to ensure we are effective in the work we do.

Information about the structure and functions of the NSW Treasury can be sourced on our website: <https://www.treasury.nsw.gov.au> (Refer to "About Treasury" and "Our Treasury Team").

About Investment Attraction

Investment Attraction will play a crucial role in delivering the NSW Government's economic development outcomes as outlined under Global NSW, and the Economic Blueprint with the aim of improving living standards across the State and creating vibrant communities, delivering great jobs in great places for ourselves, our children and our grandchildren.

Primary purpose of the role

The Investment Attraction Specialists assist NSW Treasury to deliver an ambitious programme to promote and facilitate major private sector led investment into NSW that contributes to productivity, economic growth and job creation.

This role will facilitate major investment projects generated by the Investment Attraction and Offshore teams. The role will provide project management leadership to a whole of government response to individual projects, oversee development of business cases and navigating NSW Government stakeholders to deliver economic development outcomes in Lighthouse Precincts and priority sectors to deliver investment and job creation in NSW.

The Ideal Candidate

The ideal Investment Attraction Specialist will have a great mix of commercial and relationship management capabilities and be highly skilled in the management and facilitation of complex commercial projects that require the management of multiple stakeholders from across the public and private sectors. The ideal candidate will have worked in or with government and be accustomed to briefing at the highest levels, equally comfortable in the public and commercial sectors with a high level of curiosity and strong grasp of government policies and programs from an economic impact perspective.

- **You have commercial acumen.** Experienced in identifying opportunities and bringing together relevant parties to drive towards the desired outcome. You understand risk and can balance and negotiate all aspects of a deal to ensure an optimal outcome.
- **You can deliver.** Able to transition strategic thinking and investment leads into commercial projects with clear economic development outcomes. Experienced in delivering quality work, such as business cases, briefing papers that are well researched and clear in their findings and recommendations.
- **You are an experienced and trusted advisor.** Readily able to prepare and provide Ministerial advice that reflects Government Policy. Experienced in advising and working in or with top level business and industry leaders.
- **You are an influencer.** Superior grasp of different influencing styles and where and how they are best applied. Well-developed stakeholder engagement. People listen to you as you have an informed perspective and are an excellent communicator. Able to represent the organisation with authority and credibility.
- **You know how to run highly commercial investment projects.** Able to coordinate work from multiple sources. Knows how to stage work to meet expectations.
- **You are a keen collaborator.** Partners with Treasury colleagues and other agencies at all levels to shape and deliver policies and programs. Have the personal attributes that people want to collaborate with you. A team member who has impact with others.

Key accountabilities

Working as part of the Investment leadership team the Senior Investment Specialist will:

- In partnership with the Head of Global Relationships and the Executive Director Investment Attraction project manage major investment projects and overcome investment barriers, streamline approvals and ensure projects proceed and are delivered on time and in budget.
- Provide expert guidance to small project teams in NSW Treasury and across NSW Government in the development of tailored value propositions for foreign investors who have shortlisted NSW as a possible investment destination for a major investment project.
- Develop and maintain a network of contacts in the public and private sectors at a very senior level that can help remove impediments to investment and facilitate investment projects.
- Use a network of industry contacts to identify potential partners or consortia members for foreign investors.
- Maintain an in depth understanding of conditions and trends in the market that influence investment decisions and share these insights with senior colleagues.
- Provide key sectoral advice to the Deputy Secretary Jobs, Investment and Tourism and the Minister.
- Meet with foreign investors visiting NSW and discuss the business opportunities in the NSW market.

Key challenges

- Anticipating and addressing contentious issues and providing advice on complex projects and operational issues, often within tight timeframes, collecting and assimilating information from a variety of different sources whilst maintaining confidentiality and exercising diplomacy.
- Thinking creatively and drawing on world-leading best practice to provide innovative solutions to rapidly evolving investment projects.
- Completing significant projects within varying timeframes with attention to appropriate project management principles, stakeholder and client needs and the needs of the Treasury leadership.
- Developing and maintaining effective working relations within Treasury, the Treasurer's Office, Premier's and Ministerial Offices, and other NSW clusters and agencies.
- Managing effective relationships with a diverse range of senior external stakeholders, including Australian Commonwealth Agencies, local Governments, other State Governments and key international interlocutors.
- Maintaining a high level of knowledge of government priorities, policies and practices.
- Being future focused and anticipating key trends, risks and opportunities in developing advice.
- Timely delivery of sector specific industry strategies and innovation programmes as well as high level negotiating skills

Key relationships

Who	Why
Ministerial	
The Office of the Minister	<ul style="list-style-type: none"> • Consult with Ministerial staff, providing accurate information and timely responses to sensitive or contentious issues.
The Office of the Treasurer	<ul style="list-style-type: none"> • Consult with Treasurer Office staff, providing accurate information and timely responses to sensitive or contentious issues.
The Office of the Deputy Premier	<ul style="list-style-type: none"> • Consult with Deputy Premier's Office staff, providing accurate information and timely responses to sensitive or contentious issues.
Internal	
Secretary & Chief of Staff	<ul style="list-style-type: none"> • Provide expert advice and contribute to decision making; identify emerging issues/risks and their implications and propose solutions; escalate issues when required; receive advice and report on progress towards business objectives and discuss future directions.
Deputy Secretary	<ul style="list-style-type: none"> • Manage deliverables efficiently and effectively. • Escalate issues, keep informed. • Collaborate and provide advice to contribute to strategic decision-making.
Executive Director, Investment Attraction	<ul style="list-style-type: none"> • Manage deliverables efficiently and effectively. • Escalate issues, keep informed. • Report on project progress and outcomes.
Global Head of Relationships	<ul style="list-style-type: none"> • Manage deliverables efficiently and effectively. • Escalate issues, keep informed.

Who	Why
Direct reports	<ul style="list-style-type: none"> No direct reports but when required lead cross government project teams to deliver project outcomes.
Stakeholders	<ul style="list-style-type: none"> Liaise with, and coordinate information between stakeholders and the Executive; consult and collaborate with, to define mutual interests and determine strategies to achieve their realisation.
External	
Stakeholders (external agencies, other government departments, and industry)	<ul style="list-style-type: none"> Coordinate information, gather input from and provide sound and reliable advice; manage expectations, resolve and provide solutions to issues; negotiate outcomes and timeframes.

Role dimensions

Decision making

The person in this role would:

- Operate with a high level of autonomy and be accountable for providing strategic insight to internal stakeholders and the formulation of advice and high-level communication reflective of the Deputy Secretary's intent.
- Be fully accountable for the management of projects assigned within required deadlines and for accuracy, integrity and quality of the content of advice and opinions provided to the Deputy Secretary, Secretary, Ministers and others.
- Operate within an external environment of sensitivity and require significant judgement in handling issues that arise.

Reporting line

This role reports to the Deputy Secretary, Jobs, Investment and Tourism Group and takes operational direction from the Executive Director, Investment Attraction.

Direct reports

Nil

Budget/Expenditure

Not Applicable

Essential requirements

- Demonstrated research, analytical, conceptual and strategic thinking skills and project management capabilities, including expertise in developing strategic policy and preparing Ministerial advice which reflects Government objectives.
- Project management experience and a demonstrated ability to exercise leadership and influence in dealings with external stakeholders.
- Advanced ability to represent an organization with authority and credibility, including strong communication skills and an ability to engage and negotiate with diverse stakeholders.
- Knowledge and understanding, or the demonstrated ability to develop an understanding of, the NSW Government's policies and programs, NSW's capability and the market dynamics and key sectors relevant to the State's economic growth.
- Relevant tertiary qualifications or experience.

Desirable requirements

- High level knowledge skills and experience in Government protocols and procedures, including Cabinet and inter-government protocols with a thorough knowledge and understanding, or the demonstrated ability to develop an understanding of, the machinery of government, the policy process and the relevant statutory requirements that underpin the NSW Treasury's operations.
- Demonstrable experience in working in government equivalent positions with respect to cross-government communication is highly valued.

Our Commitment to Diversity

At NSW Treasury, we are committed to building a respectful workplace, appointing the best person for the role, and supporting diversity across all areas. We are on a journey to become more inclusive.

We have a Diversity and Inclusion Council that works to ensure we are increasing representation of women, Aboriginal and Torres Strait Islander people and people with a disability in our workplace.

We know this is just the start of our journey, but we are determined to see it through.

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

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	Display Resilience and Courage	Advanced
	Act with Integrity	Highly Advanced
	Manage Self	Highly Advanced
	Value Diversity	Advanced
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Advanced
	Work Collaboratively	Highly Advanced
	Influence and Negotiate	Highly Advanced
 Results	Deliver Results	Highly Advanced
	Plan and Prioritise	Advanced
	Think and Solve Problems	Highly Advanced
	Demonstrate Accountability	Advanced
 Business Enablers	Finance	Advanced
	Technology	Adept
	Procurement and Contract Management	Advanced
	Project Management	Advanced
 People Management	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Business Outcomes	Advanced
	Manage Reform and Change	Advanced

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
Personal Attributes Act with Integrity	Advanced	<ul style="list-style-type: none"> Model the highest standards of ethical behaviour and reinforce them in others Represent the organisation in an honest, ethical and professional way and set an example for others to follow Ensure that others have a working understanding of the legislation and policy framework within which they operate Promote a culture of integrity and professionalism within the organisation and in dealings external to government Monitor ethical practices, standards and systems and reinforce their use Act on reported breaches of rules, policies and guidelines
Relationships Work Collaboratively	Highly Advanced	<ul style="list-style-type: none"> Establish a culture and supporting systems that facilitate information sharing, communication and learning across the sector Publicly celebrate the successful outcomes of collaboration Seek out and facilitate opportunities to engage and collaborate with stakeholders to develop organisational, whole-of-government and cross-jurisdictional solutions Identify and overcome barriers to collaboration with internal and external stakeholders
Relationships Influence and Negotiate	Highly Advanced	<ul style="list-style-type: none"> Engage in a range of approaches to generate solutions, seeking expert inputs and advice to inform negotiating strategy Use sound arguments, strong evidence, and expert opinion to influence outcomes Determine and communicate the organisation's position and bargaining strategy Represent the organisation in critical negotiations, including those that are cross jurisdictional, achieving effective solutions in challenging relationships, ambiguous and conflicting positions Pre-empt and avoid conflict across organisations and with senior internal and external stakeholders Identify contentious issues, direct discussion and debate, and steer parties towards an effective resolution
Results Deliver Results	Advanced	<ul style="list-style-type: none"> Drive a culture of achievement and acknowledge input of others Investigate and create opportunities to enhance the achievement of organisational objectives Make sure others understand that on-time and on-budget results are required and how overall success is defined Control output of business unit to ensure government outcomes are achieved within budget

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Progress organisational priorities and ensure effective acquisition and use of resources Seek and apply the expertise of key individuals to achieve organisational outcomes
Results Think and Solve Problems	Highly Advanced	<ul style="list-style-type: none"> Establish and promote a culture which encourages initiative and emphasises the value of continuous improvement Engage in high-level critical analysis of a wide range of complex information and formulate effective responses to critical policy issues Identify and evaluate organisation-wide implications when considering proposed solutions to issues Apply lateral thinking and develop innovative solutions that have long standing, organisation wide impact Ensure effective governance systems are in place to guarantee quality analysis, research and reform
Results Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> Design and develop systems to establish and measure accountabilities Ensure accountabilities are exercised in line with government and business goals Exercise due diligence to ensure work health and safety risks are addressed Oversee quality assurance practices Model the highest standards of financial probity, demonstrating respect for public monies and other resources Monitor and maintain business unit knowledge of and compliance with legislative and regulatory frameworks Incorporate sound risk management principles and strategies into business planning
Business Enablers Project Management	Advanced	<ul style="list-style-type: none"> Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts Access key subject-matter experts' knowledge to inform project plans and directions Implement effective stakeholder engagement and communications strategy for all stages of projects Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning Develop effective strategies to remedy variances from project plans, and minimise impacts Manage transitions between project stages and ensure that changes are consistent with organisational goals
People Management Manage and Develop People	Highly Advanced	<ul style="list-style-type: none"> Ensure performance development frameworks are in place to manage staff performance, drive development of organisational capability and undertake succession planning Drive executive capability development and ensure effective succession management practices Implement effective approaches to identify and develop talent across the organisation

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Model and encourage a culture of continuous learning and leadership, which values high levels of constructive feedback, and exposure to new experiences Instil a sense of urgency around addressing and resolving team and individual performance issues and ensure that this is cascaded throughout the organisation
People Management Inspire Direction and Purpose	Advanced	<ul style="list-style-type: none"> Promote a sense of purpose and enable others to understand the links between government policy and organisational goals Build a shared sense of direction, clarify priorities and goals and inspire others to achieve them Work with others to translate strategic direction into operational goals and build a shared understanding of the link to core business outcomes Create opportunities for recognising and celebrating high performance at the individual and team level Work to remove barriers to achievement of goals
People Management Optimise Business Outcomes	Highly Advanced	<ul style="list-style-type: none"> Ensure that organisational architecture is aligned to the organisation's goals and responds to changes over time Engage in strategic workforce planning, and strategic resource utilisation to ensure achievement of both the organisation's aims and goals and government's objectives Align workforce resources and talent with organisational priorities