Role Description

Assistant Project Officer

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| **Cluster** | Regional NSW |
| **Agency** | Department of Regional New South Wales |
| **Group/Division/Branch** | Mining Exploration & Geoscience |
| **Location** | Regional NSW |
| **Classification/Grade/Band** | Clerk Grade 5 / 6 |
| **Role Family** | Standard / Project and Programs / Support |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | February 2022 |
| **Agency Website** | [www.regoinal.nsw.gov.au](http://www.regoinal.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.

Mining, Exploration and Geoscience (MEG) sets strategic policy for the state’s mineral and energy resources, gathers, analyses and disseminates geoscientific information, and assesses and determines applications for mineral and petroleum titles for exploration activities and extractive uses.

Mining, Exploration and Geoscience is committed to delivering strong and quality outcomes, with the vision of our minerals and petroleum resources generating prosperity for the people of NSW.

# Primary purpose of the role

Undertake a range of project support and forums/roundtable coordination activities to support the development and delivery of key strategic projects.

# Key accountabilities

* Provide project and administrative support, including monitoring and reporting on project plans, milestones and deliverables, to ensure time, cost and quality indicators are in line with approved project plans
* Assist the project team to complete tasks and implement project plans, including collating documents and records regarding relevant issues to ensure projects comply with agreed project methodologies and that agreed outcomes are achieved
* Undertake basic research and analysis in assigned project areas and contribute to the preparation of project briefs to support informed decision making and planning
* Communicate with relevant stakeholders to provide updates regarding project status and implementation issues
* Provide a range of secretariat and administrative services, including coordinating committee meetings and preparing papers, to support project management delivery

# Key challenges

* Delivering multiple project and forums/roundtable support activities in line with agreed standards and objectives, given tight deadlines and competing demands and priorities
* Exercising diplomacy and judgement when liaising with representatives of peak government and non- government bodies, and key industry participants

# Key relationships

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| **Who** | **Why** |
| **Internal** |  |
| Manager | * Receive and clarify guidance and instructions and report on progress against work plans
* Escalate and discuss issues
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| Team | * Participate in meetings, share information and provide input on issues
* Support team members and work collaboratively to contribute to achieving team outcomes
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| Internal stakeholders and clients | * Provide updates on project status
* Respond to enquiries
* Coordinate meetings and activities
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| **External** |  |
| Stakeholders within government and industry | * Develop and maintain effective working relationships and open channels of communication to facilitate liaison, consultation, engagement and/or participation initiatives
* Coordinate events, meetings and activities
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**Role dimensions**

## Decision making

* Determines and manages own work load and priorities
* Exercises discretion in the approach and content of information, advice and recommendations provided
* In consultation with the Manager and other officers, coordinates meeting and event logistics and details

## Reporting line

Manager

## Direct reports

Nil

## Budget/Expenditure

Nil

# Essential Requirements

* Compliance with pre-employment probity screening is mandatory and a condition of engagement.

# 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.

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| **FOCUS CAPABILITIES** |
| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
|  | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | * Behave in an honest, ethical and professional way
* Build understanding of ethical behaviour
* Follow legislation, policies, guidelines and codes of conduct that apply to your role and organisation
* Speak out against misconduct and illegal and

inappropriate behaviour  Report apparent conflicts of interest  | Foundational |
|  | **Communicate Effectively** Communicate clearly, actively listen to others, and respondwith understanding and respect | * Focus on key points and speak in plain English
* Clearly explain and present ideas and arguments
* Listen to others to gain an understanding and ask appropriate, respectful questions
* Promote the use of inclusive language and assist others to adjust where necessary
* Monitor own and others’ non-verbal cues and adapt where necessary
* Write and prepare material that is well structured and easy to follow
* Communicate routine technical information

 clearly  | Intermediate |
|  | **Commit to Customer Service** Provide customer-focused services in line with public sectorand organisational objectives | * Recognise the importance of customer service and understanding customer needs
* Help customers understand the services that are available
* Take responsibility for delivering services that meet customer requirements
* Keep customers informed of progress and seek feedback to ensure their needs are met
* Show respect, courtesy and fairness when interacting with customers
* Recognise that customer service involves both

 external and internal customers  | Foundational |
|  | **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | * Plan and coordinate allocated activities
* Re-prioritise own work activities on a regular basis to achieve set goals
* Contribute to the development of team work plans and goal setting
* Understand team objectives and how own work

 relates to achieving these  | Foundational |



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| **FOCUS CAPABILITIES** |
| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
|  | **Demonstrate Accountability** Be proactive and responsible for own actions, and adhere tolegislation, policy and guidelines | * Be proactive in taking responsibility and being accountable for own actions
* Understand delegations and act within authority levels
* Identify and follow safe work practices, and be vigilant about own and others’ application of these practices
* Be aware of risks and act on or escalate risks, as

appropriate  Use financial and other resources responsibly  | Intermediate |
|  | **Technology**Understand and use available technologies to maximise efficiencies and effectiveness | * Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks
* Use available technology to improve individual

performance and effectiveness* Make effective use of records, information and knowledge management functions and systems
* Support the implementation of systems improvement initiatives, and the introduction and

 roll-out of new technologies  | Intermediate |
|  | **Project Management** Understand and apply effective planning, coordination andcontrol methods | * Perform basic research and analysis to inform and support the achievement of project deliverables
* Contribute to developing project documentation

and resource estimates* Contribute to reviews of progress, outcomes and future improvements
* Identify and escalate possible variances from

 project plans  | Intermediate |

# 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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| **COMPLEMENTARY CAPABILITIES** |
| **Capability group/sets** | **Capability name** | **Description** | **Level** |
|  | Display Resilience and Courage | Be open and honest, prepared to express yourviews, and willing to accept and commit to change | Foundational |
| Manage Self | Show drive and motivation, an ability to self-reflectand a commitment to learning | Intermediate |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respectfor diverse backgrounds, experiences and perspectives | Foundational |
|  | Work Collaboratively | Collaborate with others and value their contribution | Intermediate |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
|  | Deliver Results | Achieve results through the efficient use of resourcesand a commitment to quality outcomes | Intermediate |
| Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Foundational |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |

