

# Role Description

## Principal Executive Officer



Cluster	Justice
Agency	NSW Police Force
Command/Business Unit	Various
Location	Various
Classification/Grade/Band	Clerk 11-12
ANZSCO Code	139999
PCAT Code	1127292
NSWPF Role Number	51236421
Date of Approval	25/07/2017
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 five 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. Specialist Support provides an operational support function along with a range of specialised services. The fifth function line, Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

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 ensuring that the work for which their position is responsible is carried out in ways which safeguard the health and safety of all workers.

### Primary purpose of the role

The Principal Executive Officer provides a range of high level executive, secretariat, and project support services to the executive including providing strategic and operational advice, managing communications, identifying emerging issues and assessing risk and implementing strategies to support the achievement of the organisation's strategic and operational objectives.

### Key accountabilities

- Prepare, manage, review and evaluate the provision of high level communications and correspondence including briefings, speeches, reports, plans, submissions and notes to ensure the effectiveness, comprehensiveness, accuracy and timeliness of written information.

- Develop, implement, monitor and report on strategic advice, policy development, plans, information and reports on diverse and complex policy, planning and operational matters to facilitate informed decision making and planning.
- Assessing and managing risk to the executive and the organisation, by providing issues management, support and responding to emerging issues to ensure effective resolution with minimal risk to the organisation.
- Act as the Executive point of contact, liaise and engage with stakeholders and action requests to coordinate communication and proactively ensure responses meet deadlines.
- Lead and/or contribute to projects to support the achievement of organisation level strategic and operational objectives.
- Review reports and audit results to ensure compliance, identify opportunities for improvement and ensure business alignment to strategic corporate directions.
- Conduct investigative and/or strategic research and analysis to inform, develop and coordinate projects that deliver corporate solutions and mitigate risks of emerging issues.
- Develop and oversee the implementation and evaluation of administrative practices, systems and procedures to optimise efficiency and support the achievement of quality outcomes.

## Key challenges

- Anticipating and addressing contentious issues providing accurate advice on complex issues and legislation, often within tight timeframes, given the need to collect and assimilate information from a variety of different sources whilst maintaining confidentiality and exercising diplomacy.
- Making complex judgements on the best strategic options to maximise service delivery and delivery of corporate objectives.
- Develop and maintain strong relationships with stakeholders and work collaboratively to maximise the timely resolution of issues, projects and the interface between meeting a deadline and providing quality, comprehensive and complete advice.

## Key relationships

Who	Why
<b>Ministerial</b>	
Minister	<ul style="list-style-type: none"> <li>• Consult with Ministerial staff, providing accurate information and timely responses to sensitive or contentious issues</li> </ul>
<b>Internal</b>	
Manager	<ul style="list-style-type: none"> <li>• Provide expert advice and contribute to decision making</li> <li>• Identify emerging issues/risks and their implications and propose solutions</li> <li>• Receive advice and report on progress towards business objectives and discuss future directions</li> </ul>
Executive	<ul style="list-style-type: none"> <li>• Collaborate and provide advice to contribute to strategic decision - making</li> </ul>
Direct Reports	<ul style="list-style-type: none"> <li>• Lead, direct, manage and support performance and staff development</li> </ul>
Stakeholders	<ul style="list-style-type: none"> <li>• Liaise with, and coordinate information between stakeholders and the organisation Executive, other Directors in and outside of command</li> <li>• Consult and collaborate with, to define mutual interests and determine strategies to achieve their realisation</li> </ul>

Who	Why
<b>External</b>	
Stakeholders	<ul style="list-style-type: none"> <li>• Provide sound and reliable advice</li> <li>• Manage expectations, resolve and provide solutions, resolve and provide solutions to issues</li> <li>• Negotiate outcomes and timeframes</li> </ul>

## Role dimensions

### Decision making

This role has autonomy to make decisions regarding the prioritisation of executive related functions for the Executive Assistant and their work and provide evidence based advice in liaison with their Commander or Director. Where established, the Executive Officer may also make decisions on behalf of the Commander/Director or under their own authority for role based activities and responsibilities.

### Reporting line

This role depending on the command/business unit, may report to:

- Commander or Director – SES Level

### Direct reports

This role depending on Command/Business Unit may have the following direct reports:

- Executive Assistant – Clerk 3-4

### Budget/Expenditure

- Nil
- This role has a general financial delegation in accordance with NSWPF Financial Delegations.

## Essential requirements


- Obtain and maintain the requisite security clearances for this position.
- Extensive experience in the delivery of diverse research and analysis to advise, facilitate and support executive decision making.
- Tertiary qualification in a relevant discipline or equivalent work experience.

## 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
	<b>Display Resilience and Courage</b>	<b>Adept</b>
	<b>Act with Integrity</b>	<b>Adept</b>
	Manage Self	Advanced
	Value Diversity	Adept

## NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Relationships	<b>Communicate Effectively</b>	<b>Advanced</b>
	Commit to Customer Service	Advanced
	Work Collaboratively	Advanced
	<b>Influence and Negotiate</b>	<b>Adept</b>
 Results	Deliver Results	Adept
	Plan and Prioritise	Advanced
	<b>Think and Solve Problems</b>	<b>Advanced</b>
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>
 People Management	Manage and Develop People	Intermediate
	Inspire Direction and Purpose	Intermediate
	<b>Optimise Business Outcomes</b>	<b>Intermediate</b>
	Manage Reform and Change	Intermediate

## 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>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<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	Advanced	<ul style="list-style-type: none"> <li>• Present with credibility, engage varied audiences and test levels of understanding</li> <li>• Translate technical and complex information concisely for diverse audiences</li> <li>• Create opportunities for others to contribute to discussion and debate</li> <li>• Actively listen and encourage others to contribute inputs</li> <li>• Adjust style and approach to optimise outcomes</li> <li>• Write fluently and persuasively in a range of styles and formats</li> </ul>
<b>Relationships</b> Influence and Negotiate	Adept	<ul style="list-style-type: none"> <li>• Negotiate from an informed and credible position</li> <li>• Lead and facilitate productive discussions with staff and stakeholders</li> <li>• Encourage others to talk, share and debate ideas to achieve a consensus</li> <li>• Recognise and explain the need for compromise</li> <li>• Influence others with a fair and considered approach and sound arguments</li> <li>• Show sensitivity and understanding in resolving conflicts and differences</li> <li>• Manage challenging relations with internal and external stakeholders</li> <li>• Pre-empt and minimise conflict</li> </ul>
<b>Results</b> Think and Solve Problems	Advanced	<ul style="list-style-type: none"> <li>• Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues</li> <li>• Work through issues, weigh up alternatives and identify the most effective solutions</li> <li>• Take account of the wider business context when considering options to resolve issues</li> <li>• Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements</li> <li>• Implement systems and processes that underpin high quality research and analysis</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<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>
<b>People Management</b> Optimise Business Outcomes	Intermediate	<ul style="list-style-type: none"> <li>• Develop team/unit plans that take into account team capability and strengths</li> <li>• Plan and monitor resource allocation effectively to achieve team/unit objectives</li> <li>• Ensure team members work with a good understanding of business principles as they apply to the public sector context</li> <li>• Participate in wider organisational workforce planning to ensure the availability of capable resources</li> </ul>

## Version Control

Version	Summary of Changes	Date
V1.0	Position Description translated into Role Description template	25.07.2017
V1.1	Agency Overview amended and added NSWPF role number	18.12.2017
V1.2	Minor corrections	09.07.2018