

Role Description

Senior Policy and Project Officer

Role Description Fields	Details
Department/Agency	NSW Reconstruction Authority
Division/Branch/Unit	Various
Role number	Various
Classification/Grade/Band	Clerk Grade 9/10
Senior executive work level standards	Not Applicable
OSCA Code	511112
PCAT Code	1229192
Date of Approval	15 July 2026
Agency Website	https://www.nsw.gov.au/departments-and-agencies/nsw-reconstruction-authority

Agency overview

The NSW Reconstruction Authority (RA) is an executive agency within the Premier's Department, established to strengthen the State's capability to anticipate, withstand, and recover from disasters.

The RA plays a central leadership role in shaping how New South Wales prepares for and responds to disruptive events. This includes driving strategic planning and preparedness across government, industry, and communities to reduce disaster risk and minimise impacts before they occur.

In the aftermath of disasters, the RA leads the coordination of recovery and reconstruction efforts, ensuring rapid mobilisation, clear accountability, and alignment across agencies and stakeholders. The Authority works to restore communities efficiently and effectively, while embedding resilience to support faster, more sustainable recovery for New South Wales.

Primary purpose of the role

The Senior Policy and Project Officer manages and coordinates the development, implementation and evaluation of a range of policy initiatives and complex projects aimed at building the organisational readiness of the Authority, to lead and coordinate recovery operations in support of NSW communities after disasters.

Key accountabilities

- Research, analyse and review complex policy issues, identifying emerging issues, developing evidence-based options, and recommended solutions to resolve problems and mitigate risks.
- Provide expert policy advice and information to relevant stakeholders to facilitate the appropriate interpretation and implementation of policies and support Agency and/or Government policy initiatives.
- Build and maintain relationships with key stakeholders, facilitating their engagement in, and contribution to, the identification and development of policy solutions, policy decision making, and to ensure that project deliverables are met.

- Manage and oversee all aspects of project management to ensure project outcomes are achieved on time, on budget, to quality standards, and within agreed scope, in line with established agency project management methodology.
- Monitor, evaluate and report on the development and/or implementation of policies and projects to identify issues and ensure the achievement of desired outcomes
- Mentor and guide policy and project officers and support staff, ensuring compliance with governance and quality requirements, to successfully deliver policy branch priorities and undertake research and formulate recommendations to support evidence-based project planning and decision making.
- Provide advice and information to stakeholders on emerging project issues and to support project development and delivery in line with established plans, budgets, timeframes, policy objectives and other project and priorities and initiatives.
- Prepare correspondence, written reports, publications, and briefs, that are informative and aligned with agency requirements, to respond to Agency and/or Government requests and support broader agency deliverables across prevention, preparedness, recovery, and reconstruction and perform the role of State Emergency Recovery Controller (SERCON) Support Officer as agreed or directed.

Key challenges

- Managing consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests
- Achieving project deadlines and milestones to the required standards and within budget, given the need to simultaneously coordinate and deliver multiple projects which are often complex and interconnected.
- Delivering policy initiatives and projects to the required standards and timeframes, given the need to rapidly understand and integrate information and build an understanding of recovery frameworks and best practice recovery coordination.

Key relationships

Internal

Who	Why
Manager	• Receive guidance and provide regular updates on key projects, issues and priorities • Provide advice and contribute to decision making • Identify emerging issues/risks and their implications and propose solutions
Project Team	• Guide, support, coach and mentor team members • Work collaboratively to contribute to achieving team outcomes
Direct Reports	• Provide expert advice on policy and project related issues • Report and provide updates on policy proposals and project progress • Consult and collaborate to resolve project related issues, define mutual interests and determine strategies to achieve their realisation

External

Who	Why
Stakeholders	• Provide expert advice on policy issues and project related matters • Report and provide updates on policy proposals and project progress • Engage and consult in the resolution of project issues • Consult and collaborate to define mutual interests and determine strategies to achieve their realisation
Other NSW Government Agencies	• Represent agency interests and negotiate to achieve optimal outcomes

Role dimensions

Decision making

- Has a high level of autonomy and is accountable for the delivery of work assignments and projects on time, and to expectations in terms of quality, deliverables and outcomes.
- Acts independently to determine day-to-day priorities, negotiate matters related to area of responsibility and makes decisions in relation to the quality of work outcomes.
- Maintains a degree of independence to develop a suitable approach in managing the workload, as well as that of supervised staff, and provision of advice and recommendations as well as input to the development of relevant systems, frameworks, team planning and projects.
- Determines own actions undertaken, within government and legislative policies, and for ensuring quality control in the implementation of own, and any staff supervised, workload.

Reporting line

Manager (various)

Direct reports

Nil

Budget/Expenditure

- Financial Delegation: As per agency financial delegations.
- Administrative Delegation: As per agency delegations' manual

Key knowledge and experience

- Experience in analysing and evaluating strategic policy matters in a complex government environment.
- Relevant knowledge and experience.

Essential requirements

- Tertiary qualification and/or relevant knowledge and experience.
- Willingness to deploy for short periods to locations outside of the Sydney area including (but not limited to) the State Control Centre in Wollongong, or work from other locations in Sydney such as the State Emergency Operations Centre as directed during disaster events.

Capabilities for the role

The [NSW public sector 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.

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Display Resilience and Courage Be open and honest, prepared to express your views, and willing to accept and commit to change	• Be flexible, show initiative and respond quickly when situations change • Give frank and honest feedback and advice • Acknowledge when someone challenges your ideas, seek to understand why and respond appropriately • Raise and work through challenging issues and seek alternatives • Respond professionally when under pressure and in challenging situations	Adept
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	• Represent your 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 • Promote a workplace culture that values high ethical standards and behaviour • Act to prevent and report misconduct and inappropriate behaviour • Put strategies in place to manage and monitor conflicts of interest • Ensure that others are aware of and understand the legislation and policy framework within which they operate'	Adept
 Relationships	Communicate Effectively Communicate clearly, pay attention to others and respond with understanding and respect	• Tailor communication to suit the needs, backgrounds and perspectives of diverse audiences and address barriers to participation • Clearly explain complex ideas and arguments to individuals and groups • Create opportunities for others to contribute	Adept

Capability group/sets	Capability name	Behavioural indicators	Level
		- Share information with other teams and business units to enable informed decision-making - Write clearly and concisely in a range of styles and formats - Use contemporary communication channels to share information, engage and interact with diverse audiences - Pay attention and encourage others to express their views	
 Relationships	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	- Use facts, knowledge and experience to support recommendations - Work towards positive and mutually satisfactory outcomes - Identify and resolve issues during discussions with other staff and stakeholders - Identify others' concerns and expectations - Respond constructively to conflict and disagreements and be open to compromise - Keep discussions focused on the key issues	Intermediate
 Results	Deliver Results Achieve results by using resources efficiently and committing to quality outcomes	- Use your own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes - Ensure staff understand expected goals and acknowledge staff success in achieving these - Identify the resources people need and ensure goals are achieved within budget and on time - Use business data to evaluate outcomes and inform continuous improvement - Identify priorities that need to change and ensure the way resources are allocated meets new business needs - Ensure you budget for and clearly state the financial impacts of new priorities	Adept
 Results	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	- Make recommendations based on evidence by researching and critically analysing information and identifying interrelationships - Anticipate, identify and deal with issues and potential problems that may impact organisational goals and the customer experience - Think creatively to come up with new ideas to resolve issues and improve customer experience	Adept

Capability group/sets	Capability name	Behavioural indicators	Level
		- Seek input and ideas from people with different backgrounds and experiences - Participate in and contribute to team or business unit initiatives to resolve common issues or barriers to effectiveness - Identify and share business process improvements to enhance effectiveness - Analyse data and information to identify insights and communicate findings in a clear and meaningful way	
 Business Enablers	Project Management Understand and use effective ways to plan, coordinate and control projects	- Prepare and review project scope and business cases for projects with multiple interdependencies - Use key subject matter experts' knowledge to inform project plans and directions - Design and implement effective stakeholder communication strategies for all project stages - Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning - Develop strategies to correct projects if they vary from their plans - Manage transitions between project stages and ensure any changes to projects 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 identify 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.

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Manage Self	Be persistent, self-reflect and commit to learning	Adept

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Value Diversity and Inclusion	Be inclusive and respect 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	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
 Results	Demonstrate Accountability	Be proactive and responsible for your actions, and follow legislation, policy and guidelines	Intermediate
 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 technology to maximise efficiencies and effectiveness	Intermediate

Capability group/sets	Capability name	Description	Level
 Business Enablers	Procurement and Contract Management	Understand and use procurement processes to ensure effective purchasing and contract performance	Intermediate