

Role Description

Senior Project Officer - Ministerial



Cluster	Planning & Environment
Agency	NSW Reconstruction Authority
Division/Branch/Unit	Corporate Services Ministerial Coordination
Role number	Various
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	224412
PCAT Code	1221592
Date of Approval	6 December 2023
Agency Website	www.dpie.nsw.gov.au/nsw-reconstruction-authority

Agency overview

The NSW Reconstruction Authority (the Authority) is a statutory corporation within Planning & Environment. The Authority will improve how NSW plans for disasters and help communities to recover from them faster.

To reduce the severity and impacts of disasters, the Authority will complete critical planning and preparation with communities, businesses, and government. When disaster does strike, we will get recovery started swiftly and coordinate reconstruction efforts across agencies, communities, and other stakeholders.

Primary purpose of the role

The Senior Project Officer prepares and coordinates well researched, concise, and astute advice, responses and briefings for ministers and senior executives on often complex issues within tight timeframes, ensuring that issues of an urgent, sensitive, and confidential nature are identified and referred for action.

Key accountabilities

- Review and ensure accurate and high quality ministerial, Parliamentary, Cabinet and other material for ministers and senior executives is provided including the appropriate analysis of issues, recognition of agency achievements, consistency with government priorities and timely, relevant and complete information
- Identify emerging issues, political sensitivities, precedence and urgent matters that require the direct attention of ministerial managers and work closely with team members and across the Authority to ensure ministerial and senior executive requests are processed efficiently and according to appropriate standards
- Establish and maintain stakeholder relationships through effective communication, negotiation and issues management to engage stakeholders, keep up to date on relevant and emerging issues, continually improve work quality and ensure project deliverables are met
- Champion the use of document management systems to agency standards, analyse current and emerging operational and process issues, prepare reports and provide input and contribute to the development of new systems and work processes that support ministerial support services
- Contribute to the development of a strong and effective Ministerial Coordination team culture by managing projects and mentoring less experienced staff

Key challenges

- Keep up to date with an extensive range of agency and government strategies and announcements, and research, analyse and evaluate information to ensure its consistency, relevance and accuracy
- Exercise discretion and tact when negotiating deadlines or following up on advice from branches while being sensitive to conflicting priorities, tight timeframes and political sensitivities.

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none">• Escalate issues and receive instructions; receive and clarify guidance and instructions; report on progress against work plans
Work Team	<ul style="list-style-type: none">• Share ideas and information and work collaboratively to enhance team outcomes
Divisional staff	<ul style="list-style-type: none">• Facilitate the exchange of ideas and information to foster a culture of continuous improvement, achievement and resilience.• Influence outcomes through collaboration when there are conflicting interests and opinions.
External	
Government and public sector	<ul style="list-style-type: none">• Ensure effective, collaborative relationships and partnerships with other stakeholders to facilitate the exchange of information and to maintain positive relationships.• Enable continuous improvement by sharing information and learnings
Non-government, business and industry and community sectors	<ul style="list-style-type: none">• Work collaboratively and foster strong relationships to facilitate the exchange of information, achievement of joint priorities and promote the Authority as an enabling agency.
Vendors / Service Providers	<ul style="list-style-type: none">• Ensure that service providers are engaged in accordance with the relevant internal, legislative, and NSW Procurement principles and requirements• Ensure service delivery in accordance with the contractual arrangements.• Consult, give and obtain information, negotiate required outcomes and timeframes and develop and maintain ongoing working relationships and networks

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, Ministerial Coordination

Direct reports

N/A

Budget/Expenditure

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

Essential requirements

- Tertiary qualifications or equivalent experience in a relevant field.


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.



FOCUS CAPABILITIES			
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 Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately Raise and work through challenging issues and seek alternatives Remain composed and calm under pressure and in challenging situations	Adept
	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 so Act professionally and support a culture of integrity Identify and explain ethical issues and set an example for others to follow	Adept

		<p>Ensure that others are aware of and understand the legislation and policy framework within which they operate</p> <p>Act to prevent and report misconduct and illegal and inappropriate behaviour</p>	
 <p>Relationships</p>	<p>Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<p>Tailor communication to diverse audiences</p> <p>Clearly explain complex concepts and arguments to individuals and groups</p> <p>Create opportunities for others to be heard, listen attentively and encourage them to express their views</p> <p>Share information across teams and units to enable informed decision making</p> <p>Write fluently in plain English and in a range of styles and formats</p> <p>Use contemporary communication channels to share information, engage and interact with diverse audiences</p>	Adept
	<p>Work Collaboratively Collaborate with others and value their contribution</p>	<p>Encourage a culture that recognises the value of collaboration</p> <p>Build cooperation and overcome barriers to information sharing and communication across teams and units</p> <p>Share lessons learned across teams and units</p> <p>Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work</p> <p>Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</p>	Adept
	<p>Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts</p>	<p>Use facts, knowledge and experience to support recommendations</p> <p>Work towards positive and mutually satisfactory outcomes</p> <p>Identify and resolve issues in discussion with other staff and stakeholders</p> <p>Identify others' concerns and expectations</p> <p>Respond constructively to conflict and disagreements and be open to compromise</p> <p>Keep discussions focused on the key issues</p>	Intermediate
 <p>Results</p>	<p>Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes</p>	<p>Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes</p> <p>Make sure staff understand expected goals and acknowledge staff success in achieving these</p> <p>Identify resource needs and ensure goals are achieved within set budgets and deadlines</p> <p>Use business data to evaluate outcomes and inform continuous improvement</p> <p>Identify priorities that need to change and ensure the allocation of resources meets new business needs</p> <p>Ensure that the financial implications of changed priorities are explicit and budgeted for</p>	Adept
	<p>Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances</p>	<p>Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work</p> <p>Initiate, prioritise, consult on and develop team and unit goals, strategies and plans</p> <p>Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses</p> <p>Ensure current work plans and activities support and are consistent with organisational change initiatives</p>	Adept

		Evaluate outcomes and adjust future plans accordingly	
	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 evidence Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience Seek contributions and ideas from people with diverse backgrounds and experience Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness	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 benefits Prepare clear project proposals and accurate estimates of required costs and resources Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements Identify and evaluate risks associated with the project and develop mitigation strategies Identify and consult stakeholders to inform the project strategy Communicate the project's objectives and its expected benefits Monitor the completion of project milestones against goals and take necessary action Evaluate 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.

COMPLEMENTARY CAPABILITIES			
Capability group/sets	Capability Name	Description	Level
 Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	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



Demonstrate Accountability

Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines

Intermediate



Finance

Understand and apply financial processes to achieve value for money and minimise financial risk

Intermediate

Technology

Understand and use available technologies to maximise efficiencies and effectiveness

Intermediate

Procurement and Contract Management

Understand and apply procurement processes to ensure effective purchasing and contract performance

Intermediate