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| --- | --- | --- |
| **Cluster** | Stronger Communities | |
| **Department** | Department of Communities and Justice | |
| **Division/Branch/Unit** | Youth Justice NSW/ Aboriginal Strategic Coordination Unit | |
| **Location** | Sydney | |
| **Classification/Grade/Band** | Clerk Grade 7/8 | |
| **Role Number** | TBC | |
| **ANZSCO Code** | 511112 | |
| **PCAT Code** | 1129192 | |
| **Date of Approval** | 10 July 2023 | **Ref: YJ 0060** |
| **Agency Website** | www.dcj.nsw.gov.au | |

***Please see job notes and/or advertisement for more information on specific role qualification requirements and relevant experience.***

# Agency overview

The Department of Communities and Justice (DCJ) is the lead agency under the Stronger Communities Cluster. DCJ works to enable everyone's right to access justice and help for families through early intervention and inclusion, with benefits for the whole community. Stronger Communities is focussed on achieving safe, just, inclusive and resilient communities by providing services that are effective and responsive to community needs.

# Primary purpose of the role

Manage and implement a range of projects for the Aboriginal Strategic Coordination Unit to contribute to the effective operation and strategic direction and implementation of Youth Justice Aboriginal Strategic Direction (ASD).

This role is committed to improving outcomes for the benefit of Aboriginal and Torres Strait Islander peoples.

# Key accountabilities

* Develop and maintain relationships with the Aboriginal community and key stakeholders to successfully deliver projects.
* Manage a range of projects, and support the Aboriginal Strategic Coordination Unit in managing projects that deliver on commitments in the Aboriginal Strategic Coordination Unit business plan and key strategies under the ASD.
* Manage and oversee particular aspects of project implementation, including monitoring project plans, coordinating resources, and managing budgets.
* Undertake research and analysis to support the development of key projects managed by the Aboriginal Strategic Coordination Unit’s core business.
* Assist in managing projects designed to review, monitor and improve the effectiveness of program development and service delivery to Aboriginal clients.
* Provide timely advice and communication to relevant stakeholders within Youth Justice regarding project status and implementation issues.
* Provide advice and support to project team members in undertaking tasks and implementing project plans as required.
* Prepare a range of project related documents as instructed, including status updates, reports, budgets and discussion papers.
* Support and assist in the development of project management methodologies and process for the Aboriginal Strategic Coordination Unit.

# Key challenges

* Meeting project deadlines and budgets in line with agreed standards and milestones.
* Developing an effective network of both internal and external stakeholders to support and facilitate effective project management and implementation

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Senior Project Officer and Manager, Aboriginal Strategic Coordination Unit | Provide high level advice and reporting on the status of projects |
| Managers and Staff within Youth Justice | Provide and receive information and advice relating to the project/s |
| **External** |  |
| Stakeholders, other agencies and community | Consultations, negotiations and partnership arrangements. |

# Role dimensions

## Decision making

The role is generally guided by the strategies of the ASD with specific guidance, advice and instruction provided by the Senior Project Officer and Manager ASCU.

The role is responsible for developing work schedules and organising their own work to meet deadlines. Where competing priorities arise the position holder seeks the advice and guidance of the Senior Project Officer.

The incumbent provides guidance and assistance to stakeholders through consultation with the Senior Project Officer to facilitate better service delivery to Aboriginal and Torres Strait Islander young people.

## Reporting line

## The role reports to the Senior Project Officer

## Direct reports

Nil

## Budget/Expenditure

Nil

# Key knowledge and experience

* A practical understanding of Aboriginal community resources, agencies and youth networks, including their operating methods
* Knowledge and understanding of contemporary issues affecting Aboriginal or Torres Strait Islander young people in the Youth Justice System.
* Given DCJ’s work with Aboriginal families and communities, candidates will need to demonstrate cultural capability, which includes lived experience, community connection, relationships with Aboriginal organisations, walking in two worlds, and historical context and impact.

# Essential requirements

* Current NSW Working with Children Check clearance.
* As an Identified role, this role is open only to Aboriginal and/or Torres Strait Islander persons, Australia’s First Nations people.

Where a position is identified, an applicant’s race is a genuine occupational qualification and authorised by Section 14(d) of the *Anti-Discrimination Act 1977*.

There are two alternatives to confirming your Aboriginality, one of which must be uploaded to be considered for the role as follows. **Either will be accepted:**

Confirmation of Aboriginality form

or

Written confirmation from 2-3 Aboriginal organisations within the community in which you live/work, which addresses the three criteria listed below:

* is of Aboriginal and/or Torres Strait Islander descent, and
* identifies as an Aboriginal and/or Torres Strait Islander person, and
* is accepted as a such by the Aboriginal and/or Torres Strait Islander community.

Appointments are subject to reference checks. Some roles may also require the following checks/ clearances:

* National Criminal History Record Check in accordance with the Disability Inclusion Act 2014
* Working with Children Check clearance in accordance with the Child Protection (Working with Children) Act 2012

# 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.

| FOCUS CAPABILITIES | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** | |  | **Behavioural indicators** | **Level** | |
|  | **Manage Self**  Show drive and motivation, an ability to self-reflect and a commitment to learning | * Keep up to date with relevant contemporary knowledge and practices * Look for and take advantage of opportunities to learn new skills and develop strengths * Show commitment to achieving challenging goals * Examine and reflect on own performance * Seek and respond positively to constructive feedback and guidance * Demonstrate and maintain a high level of personal motivation | | | Adept |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | * Tailor communication to diverse audiences * Clearly explain complex concepts and arguments to individuals and groups * Create opportunities for others to be heard, listen attentively and encourage them to express their views * Share information across teams and units to enable informed decision making * Write fluently in plain English and in a range of styles and formats * Use contemporary communication channels to share information, engage and interact with diverse audiences | | | Adept |
|  | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | * Seek and apply specialist advice when required * Complete work tasks within set budgets, timeframes and standards * Take the initiative to progress and deliver own work and that of the team or unit * Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals * Identify any barriers to achieving results and resolve these where possible * Proactively change or adjust plans when needed | | | Intermediate |
|  | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | * Identify the facts and type of data needed to understand a problem or explore an opportunity * Research and analyse information to make recommendations based on relevant evidence * Identify issues that may hinder the completion of tasks and find appropriate solutions * Be willing to seek input from others and share own ideas to achieve best outcomes * Generate ideas and identify ways to improve systems and processes to meet user needs | | | Intermediate |
|  | **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 is not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES | | | |
| --- | --- | --- | --- |
| **Capability Group/Sets** | **Capability Name** | **Description** | **Level** |
| Personal Attributes logo |  |  |  |
| Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Intermediate |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
| Relationships logo |  |  |  |
| Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Intermediate |
| Work Collaboratively | Collaborate with others and value their contribution | Intermediate |
| Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
| Results logo |  |  |  |
| Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Foundational |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
| Business Enablers logo |  |  |  |
| 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 |