

Role Description

Project Officer, OoCEO



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|---------------------------|---|
| Cluster | Premier's Department |
| Agency | NSW Reconstruction Authority |
| Division/Branch/Unit | Office of the CEO |
| Role number | 51022711 |
| Classification/Grade/Band | Clerk Grade 7/8 |
| ANZSCO Code | 511112 |
| PCAT Code | 1229192 |
| Approval date | April 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 of the Premier's Department. The RA will improve how NSW plans for disasters and help communities to recover from them faster.

To reduce the severity and impacts of disasters, the RA will complete critical planning and preparation with communities, NGOs, 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 Project Officer provides high-quality executive, secretariat and project management support to the Office of the Chief Executive Officer (OoCEO) to enable effective governance, decision-making and delivery of organisational priorities. The role coordinates executive briefing, correspondence and governance processes, manages complex and sensitive inquiries escalated to the CEO, and delivers business and project support across corporate and strategic activities led by the OoCEO. The role also supports the OoCEO in fulfilling crisis and emergency management responsibilities, including supporting the CEO's statutory functions as State Emergency Recovery Controller (SERCON) during recovery operations.

Key accountabilities

- Provide high-quality executive and governance support by coordinating liaison with senior leaders, board and advisory members, and key stakeholders to support timely information flow and effective decision-making.
- Research, analyse and prepare executive level briefings, correspondence and governance papers to support the CEO and governance forums to fulfil strategic, statutory and accountability obligations.
- Coordinate secretariat and advisory support for forums to ensure meetings, records and outputs are accurate, comprehensive, and provided within agreed timeframes to enable informed deliberation and sound governance.
- Identify and escalate urgent or high-risk matters and support the resolution of competing or conflicting advice to enable clear, consistent positions to be progressed.

- Support strategic planning, reporting and executive coordination activities to enable alignment between organisational priorities, governance processes and executive decision making.
- Contribute to effective governance, record-keeping and process integrity through disciplined coordination and continuous improvement of executive and board support practices.
- Support crisis and emergency management coordination and advice by assisting the CEO and senior leadership to meet governance and leadership responsibilities during recovery operations.

Key challenges

- Manage competing priorities given the need to collect and assimilate information from a variety of different sources, often in tight timeframes.
- Delivering a range of project management and secretariat support services, given tight deadlines, limited resources and the need to manage competing priorities.
- Using discretion and good judgement to deal with complex and sensitive issues, applying a high level of attention to detail and liaising effectively with the Board and Agency executive to deliver outcomes.

Key relationships

Internal

| Who | Why |
|------------------------|--|
| Manager | <ul style="list-style-type: none"> • Escalate issues, keep informed, receive guidance and instructions and contribute to decision making • Participate in meetings and discussions to share information, provide advice, input and feedback • Identify sensitive issues, risk & opportunities and recommend potential solutions • Provide regular updates on key projects/programs and priorities |
| Work team | <ul style="list-style-type: none"> • Guide, support, coach and mentor team members • Support team members and work collaboratively to contribute to achieving business outcomes • Participate in discussions and decisions regarding resolution of issues and implementation of innovation and best practice • Represent work group perspective and share information • Review work and proposals of team members |
| Advisory Board Members | <ul style="list-style-type: none"> • Act as members' point of contact. • Liaise with the Agency executive as required to coordinate and facilitate communication and ensure responses meet deadlines. |
| Executive | <ul style="list-style-type: none"> • Collaborate and provide advice to contribute to strategic decision-making |

External

| Who | Why |
|-------------|---|
| Stakeholder | <ul style="list-style-type: none">Respond and resolve queries, provide information and/or resources or redirect to the appropriate person or business unit if requiredEngage with, consult, seek clarification and provide customer focused advice and responses to ensure the prompt resolution of issues |

Role dimensions

Decision making

- The role has autonomy in coordinating and managing their work and making decisions on matters under their direct control. The role has discretion in deciding how a task will be conducted, including decisions on who to consult, both within and outside the organisation.
- Submits reports, analysis, briefings and other forms of written advice in final form with minimal input required from the executive or manager.
- In matters that are sensitive, high-risk, or business-critical, the role consults with team members and manager to agree on a suitable course of action.

Reporting line

Executive Officer, Office of the CEO

Direct reports

Nil

Budget/Expenditure

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

Key knowledge and experience

- Experience providing high level secretariat services and/or experience liaising with executives to deliver outcomes

Essential requirements

- Tertiary qualification and/or relevant knowledge and experience.

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 |
|--|--|---|-------|
|  <p>Personal Attributes</p> | <p>Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning</p> | <ul style="list-style-type: none"> • 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 |
|  <p>Relationships</p> | <p>Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect</p> | <ul style="list-style-type: none"> • 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 |
|  <p>Results</p> | <p>Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes</p> | <ul style="list-style-type: none"> • Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines | Adept |

| Capability group/sets | Capability name | Behavioural indicators | Level |
|--|---|--|--------------|
| | | <ul style="list-style-type: none"> Use business data to evaluate outcomes and inform continuous improvement Identify priorities that need to change and ensure the allocation of resources meets new business needs Ensure that the financial implications of changed priorities are explicit and budgeted for | |
|  | Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions | <ul style="list-style-type: none"> 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 | <ul style="list-style-type: none"> 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.

| Capability group/sets | Capability name | Description | Level |
|---|-------------------------------------|--|--------------|
|  | 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 |
|  | 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 |
|  | 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 |
|  | 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 | Foundational |

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