Role Description
Senior Project Officer

Role Description Fields	Details
Cluster	Premier and Cabinet
Department/Agency	Premier's Department
Division/Branch/Unit	Aboriginal Affairs
Role number	Various
Classification/Grade/Band	Clerk Grade 9/10
Senior executive work level standards	Not Applicable
ANZSCO Code	511112
PCAT Code	3119192
Date of Approval	09 February 2023
Agency Website	https://www.nsw.gov.au/premiers-department and www.aboriginalaffairs.nsw.gov.au

Agency overview

The Premier's Department is connecting to deliver from the heart of government.

- Leads the NSW public service by fostering a culture of service and collaboration, promoting strong public sector performance and promoting the voice of Aboriginal people and communities across the sector.
- Ensures a whole of government response to urgent issues and crises by coordinating cross-agency responses to support our communities when they need it most.
- Delivers government priorities and election commitments, including complex, multi-agency projects.

For more information go to https://www.nsw.gov.au/premiers-department

Aboriginal Affairs overview

Aboriginal Affairs NSW works alongside Aboriginal people and communities to make sure their voices are heard, and their interests represented in government. By leading and influencing policy change in government, we support the long-term social, cultural and economic aspirations of Aboriginal people in NSW. Our agency works closely with Aboriginal communities and our staffing reflects the diversity of these communities. Over 50 percent of our staff, including senior leadership, identify as Aboriginal. We are also committed to providing a culturally safe and supportive workplace with flexible working arrangements for all staff.

Our Vision

Every Aboriginal person and community is thriving and celebrated.

Our Purpose

We connect, listen, advocate, and enable Aboriginal Communities, to lead accountability and change across Government. Primary purpose of the role.

To learn more about our work visit www.aboriginalaffairs.nsw.gov.au/

Primary purpose of the role

The Senior Project Officer works closely with internal and external stakeholders to refresh program policy and funding frameworks for Local Decision Making in Aboriginal Affairs. The role also leads and coordinates the development, implementation and evaluation of Local Decision Making to achieve project outcomes and support the achievement of organisational objectives. As part of a team, work with regional staff, Aboriginal communities, government agencies, to develop and implement a key agency projects to support Aboriginal community strengthening. The role includes project management, coordination and liaison, monitoring and reporting. Key accountabilities

- Research, analyse and review current policy issues as well as incorporating recommendations from reviews, including the NSW Ombudsman. Identify emerging issues; and develop evidence-based options and recommend strategies to resolve problems and mitigate risks.
- Prepare high level briefings, position papers, and presentations of findings and recommendations.
- Nurture relationships and collaborate with stakeholders to inform policy development and decision-making
- Evaluate the effectiveness of policies and projects, identifying barriers to achieving outcomes and developing solutions.
- Manage and oversee all aspects of project planning, development and implementation for the projects, including developing project plans, coordinating resources, managing budgets, meeting reporting requirements, and supporting project-related activities, 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.
- Establish and maintain stakeholder relationships through effective communication, negotiation and issues management to engage stakeholders and ensure project deliverables are met.
- Monitor and evaluate all aspects of project implementation, including risk and contingency management, benefits realisation, project impact and quality measures, to identify and address issues, assess project progress and effectiveness, and achieve project outcomes.
- Manage a project team/s, ensuring compliance with governance and quality requirements, to successfully deliver all key project/s milestones and outcomes.
- 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.

Key challenges

- Delivering policy refresh and project to the required standards and timeframes, given the need to rapidly understand and integrate information and adapt in an often changing and unpredictable environment
- Providing sound policy advice and recommendations on a range of complex, community and whole-of-government issues, given the diversity of stakeholder views.
- Establishing and maintaining relationships with staff across relevant State government agencies and Aboriginal organisations to inform policy decision-making.
- Managing consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests.

Key relationships

Internal

Who	Why
	•
Manager/Director	• Escalate issues, keep informed, and receive guidance / instructions • Provide information and/or analysis regarding policy issues to inform policy decision-making • Receive feedback regarding performance and respond appropriately; demonstrate adaptability and flexibility
AANSW managers and staff	• Share information and provide sound level advice on a range of policy issues • Work collaboratively to achieve defined outcomes
Work team	• Build and maintain strong working relationships to resolve issues and contribute to innovative and effective policy solutions • Share information and subject matter expertise

External

Who	Why
External key stakeholders, including Aboriginal communities and government agencies.	• Develop and maintain effective working relationships and open channels of communication to facilitate liaison, consultation, engagement and facilitate a coordinated and cooperative approach and broker solutions in response to significant issues or to leverage emerging opportunities, consistent with community priorities and aspirations. • Represent the Agency's position on Aboriginal affairs.

Role dimensions

Decision making

This role:

- Receives advice and guidance from the Manager or Director but has responsibility for setting and organising own work priorities within the overall agreed work program.
- prepares policy and other advice, including making recommendations to the Manager / Director for review, under the pressure of time constraints.
- Identifies contentious issues and risks in the Aboriginal affairs Local Decision Making policy environment, escalating issues to senior managers with potential solutions.
- Analyses and evaluates issues, using sound judgement, discretion and initiative.

Reporting line

The Senior Project Officer reports to the Manager

Direct reports

Nil (may be allocated some limited line management responsibilities requiring the supervision and guidance of staff).

Budget/Expenditure

Nil

Essential requirements

- Demonstrated experience and ability to communicate sensitively and effectively with, and understand issues impacting on Aboriginal and Torres Strait Islander peoples in NSW
- Degree in a relevant discipline or equivalent experience
- NSW Driver's licence and willingness to travel

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
	**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
	**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

	**Influence and Negotiate** Gain consensus and commitment from others, and resolve issues and conflicts	• Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relationships with internal and external stakeholders • Anticipate and minimise conflict	Adept
	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• 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 • 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	Adept
	**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

	**Project Management** Understand and apply effective planning, coordination and control methods	• Prepare and review project scope and business cases for projects with multiple interdependencies • Access key subject-matter experts' knowledge to inform project plans and directions • Design and implement effective stakeholder engagement and communications strategies for all project stages • Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans and minimise impact • Manage transitions between project stages and ensure that changes are consistent with organisational goals • Participate in governance processes such as project steering groups	Advanced
	**Manage and Develop People** Engage and motivate staff, and develop capability and potential in others	• Collaborate to set clear performance standards and deadlines in line with established performance development frameworks • Look for ways to develop team capability and recognise and develop individual potential • Be constructive and build on strengths by giving timely and actionable feedback • Identify and act on opportunities to provide coaching and mentoring • Recognise performance issues that need to be addressed and work towards resolving issues • Effectively support and manage team members who are working flexibly and in various locations • Create a safe environment where team members' diverse backgrounds and cultures are considered and respected • Consider feedback on own management style and reflect on potential areas to improve	Intermediate

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
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	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
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	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
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Intermediate
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Intermediate