Role Description
Regional Project Officer - Identified

Cluster	Premier and Cabinet
Agency	Aboriginal Affairs NSW
Division/Branch/Unit	Partnerships and Operations
Role number	Generic
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	511112
PCAT Code	3119192
Date of Approval	May 2020
Agency Website	www.aboriginalaffairs.nsw.gov.au

Agency 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.

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

Primary purpose of the role

As part of a team, the Regional Project Officer facilitates partnerships between Aboriginal community governance bodies, government agencies, and the private and not for profit sectors, to achieve common goals that support the social, economic and cultural development of Aboriginal communities. The role supports Aboriginal community self-governance and economic development, and works collaboratively to improve information flows, implement projects and build capacity amongst Aboriginal governance bodies to achieve better outcomes, while ensuring culturally appropriate engagement with all members of the local community/ies.

Key accountabilities

- Coordinate and/or participate in a range of local projects (including men's groups and women's groups) concerned with partnerships, governance and capacity / local decision-making, to deliver agreed regional priorities.
- Facilitate a coordinated and cooperative approach across Aboriginal communities, government agencies, non-government organisations (NGOs), and the private sectors to deliver agreed projects;

broker solutions to leverage emerging opportunities or resolve significant issues consistent with community priorities and aspirations.

- Support Aboriginal communities by encouraging local decision-making, enabling communities to create local opportunities and resolve issues, and facilitating connections between governance bodies and relevant government agencies.
- Support the development, implementation and monitoring of accords, plans and contracts between community governance bodies and government to deliver mutually agreed priorities.
- Support service mapping to identify duplication, gaps and waste in service delivery, and enable Aboriginal communities to make informed decisions about local priorities.
- Support the establishment and development of Aboriginal community governance bodies, including men's groups and women's groups, providing advice regarding the development of rules, procedures and strategies.
- Work across sectors to build networks and partnerships that support Aboriginal community participation in local economies to enhance employment and economic development outcomes; support cultural expression initiatives by Aboriginal communities to enhance their strength, identity and wellbeing.
- Prepare a range of documentation, including reports, briefs, submissions, and correspondence as required; maintain appropriate records in accordance with statutory and AA's recordkeeping requirements.

Key challenges

- Managing relationships with community and other stakeholders.
- Maintaining strong and effective partnerships with and between local Aboriginal community governance bodies, all tiers of government and other stakeholders, given complex political dynamics and other social and economic factors.
- Balancing the demands of Aboriginal communities for assistance and support in solving particular problems with the larger objective of enhancing the capacity of Aboriginal communities to self-determine.

Key relationships

Who	Why
Internal	
Regional Manager	• Receive guidance and provide regular updates on projects and sensitive developments in the region • Provide timely and accurate advice concerning current, emerging and critical issues, including the preparation of briefing notes
Project teams	• Collaborate to implement projects and resolve emerging issues • Share information and project management matter expertise
Work team	• Maintain collaborative working relationships to resolve issues and deliver effective outcomes • Work collaboratively to achieve team outcomes

Who	Why
External	
Government agencies, NGOs and/or private sector organisations	• Develop and maintain effective relationships and open channels of communication; facilitate partnerships with Aboriginal communities • Convene, lead and/or attend working parties and committees; represent AA's position on Aboriginal affairs
Aboriginal leaders, organisations and/or communities	• Facilitate a coordinated and cooperative to deliver agreed projects • Support and build capacity with local governance bodies including men's and women groups • Convene, lead and/or attend working parties and committees to provide guidance and support (as required)

Role dimensions

Decision making

Submits reports, briefings and other forms of written advice in final draft form; Shares accountability for the delivery of work assignments and projects on time, within budget, and to expectations in terms of quality, deliverables and outcomes.

Reporting line

Regional Manager

Direct reports

Nil

Budget/Expenditure

This role has nil financial delegation to incur expenditure. The position holder must obtain prior approval from the appropriate delegate and budget holder before incurring expenses. For allocated priority projects, this role, has responsibility for ensuring value for money, preparing accurate estimates and costs and resources and monitoring project budgets over the life of the project, including highlighting any risks and possible solutions.

Essential requirements

Proof of Aboriginality

Current Driver's License and willingness to undertake regional travel

Demonstrated ability to communicate sensitively and effectively with, and understand issues impacting on Aboriginal and Torres Strait Islander peoples

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

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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.

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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
	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
Relationships	**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

Capability group/sets	Capability name	Behavioural indicators	Level
	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
Results	**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
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

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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	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	Intermediate
Relationships	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
Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	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
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	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

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