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| **Cluster** | **Climate Change, Energy, the Environment and Water** |
| **Agency** | **Department of Climate Change, Energy, the Environment and Water** |
| **Division/Branch/Unit** | **Water / Infrastructure Development / Grant Management Office** |
| **Location** | **Negotiable**  |
| **Classification/Grade/Band** | **Clerk Grade 5/6** |
| **Job Family** | **Standard/Project & Programs/Delivery** |
| **ANZSCO Code** | **511112** |
| **PCAT Code** | **1119192** |
| **Date of Approval** | **May 2022 (updated February 2024)** |
| **Agency Website** | **https://www.dcceew.gov.au/** |

*Ensuring a sustainable NSW through climate change and energy action, water management, environment and heritage conservation and protection.*

Who we are

The NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) works to protect the state’s environment and heritage. It leads the way on climate change, driving the sustainable transition to a net zero economy, powered by affordable, reliable, and clean energy.

DCCEEW conserves and protects the state’s natural environment. It manages the NSW national park estate, including its rich and diverse biodiversity and Aboriginal cultural heritage for future generations.

 DCCEEW also ensures sustainable management of water resources across the state, to support the environment, communities and industry.

We acknowledge the ongoing custodial responsibilities of the Aboriginal peoples of NSW to care for Country and water and are committed to establishing meaningful partnerships with Aboriginal peoples in the management of the environment.

The Water Group leads the NSW Government in providing confidence to communities and stakeholders with the transparent stewardship of water resources, provision of services and reforms that support sustainable and healthy environments, economies and societies across NSW.

Primary purpose of the role

Undertake a range of grant project activities to support and ensure effective and efficient grant administration for programs providing grants to regional areas.

# Key accountabilities

* Provide program and administrative support, including monitoring and reporting on grant-funded project delivery
* Assist the Grant Management Office to complete tasks, including collating documents and records regarding relevant issues to ensure that grant funded projects comply with governance frameworks, probity standards are met and agreed outcomes are achieved
* Provide a range of project management and grant support services including preparation of reports and briefs, coordinating resources, maintaining documentation and implementing and monitoring project plans, 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 and best practice grants management
* Assist with research, evaluation and analysis activities to identify emerging issues and prepare recommendations to resolve policy or process issues and inform program delivery
* Communicate and work collegially with program partners and key stakeholders to support the delivery of grant funded projects using best practice program management frameworks.
* Ensure project and program information is managed in accordance with the information management framework.
* Support the development and review of current systems and practices around WHS to ensure controls are in place and are effective.

Key challenges

* Delivering a range of project and grant management and support services, given tight deadlines, limited resources and the need to manage competing priorities.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager  | * Receive and clarify guidance and instructions and report on progress against work plans
* Escalate and discuss issues
 |
| Team | * Participate in meetings, share information and provide input on issues
* Support team members and work collaboratively to contribute to achieving team outcomes
 |
| Internal stakeholders and clients | * Provide updates on project status
* Respond to enquiries
* Coordinate meetings and activities
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| **External** |  |
| Stakeholders within government and industry | * Develop and maintain effective working relationships and open channels of communication to facilitate liaison, consultation, engagement and/or participation initiatives
* Coordinate events, meetings and activities
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# Role dimensions

## Decision making

* Determines and manages own workload and priorities.
* Exercises discretion in the approach and content of information, advice and recommendations provided.
* In consultation with the Manager and other officers, coordinates meeting and event logistics and details

## Reporting line

 Senior Grant Project Officer

## Direct reports

Nil

## Budget/Expenditure

Nil

# 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.

| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
| --- | --- | --- | --- | --- |
|  | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | Behave in an honest, ethical and professional wayBuild understanding of ethical behaviourFollow legislation, policies, guidelines and codes of conduct that apply to your role and organisationSpeak out against misconduct and illegal and inappropriate behaviourReport apparent conflicts of interest | Foundational |
|  | **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | Recognise the importance of customer service and understanding customer needsHelp customers understand the services that are availableTake responsibility for delivering services that meet customer requirementsKeep customers informed of progress and seek feedback to ensure their needs are metShow respect, courtesy and fairness when interacting with customersRecognise that customer service involves both external and internal customers | Foundational |
|  | **Work Collaboratively**Collaborate with others and value their contribution | Build a supportive and cooperative team environmentShare information and learning across teamsAcknowledge outcomes that were achieved by effective collaborationEngage other teams and units to share information and jointly solve issues and problemsSupport others in challenging situationsUse collaboration tools, including digital technologies, to work with others | Intermediate |
|  | **Plan and Prioritise**Plan to achieve priority outcomes and respond flexibly to changing circumstances | Plan and coordinate allocated activitiesRe-prioritise own work activities on a regular basis to achieve set goalsContribute to the development of team work plans and goal settingUnderstand team objectives and how own work relates to achieving these | Foundational |
|  | **Demonstrate Accountability**Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Be proactive in taking responsibility and being accountable for own actionsUnderstand delegations and act within authority levelsIdentify and follow safe work practices, and be vigilant about own and others’ application of these practicesBe aware of risks and act on or escalate risks, as appropriateUse financial and other resources responsibly | Intermediate |
|  | **Technology**Understand and use available technologies to maximise efficiencies and effectiveness | Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasksUse available technology to improve individual performance and effectivenessMake effective use of records, information and knowledge management functions and systemsSupport the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies | Intermediate |
|  | **Project Management**Understand and apply effective planning, coordination and control methods | Perform basic research and analysis to inform and support the achievement of project deliverablesContribute to developing project documentation and resource estimatesContribute to reviews of progress, outcomes and future improvementsIdentify and escalate possible variances from project plans | 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**  |
| --- | --- | --- | --- | --- |
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Foundational |
|  | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
|  | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
|  | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Intermediate |
|  | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Foundational |
|  | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
|  | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Foundational |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
|  | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |