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| **Cluster** | **Climate Change, Energy, the Environment and Water** |
| **Department** | **Energy Corporation of NSW** |
| **Directorate/Division/Branch** | **Project Interface & Strategic Coordination** |
| **Location** | **Sydney** |
| **Classification/Grade/Band** | **Clerk Grade 11/12** |
| **ANZSCO Code** | **139999** |
| **PCAT Code** | **1119192** |
| **Date of Approval** | **October 2024** |
| **Agency Website** | **www.energyco.nsw.gov.au** |

**Who we are**

The Energy Corporation of NSW (EnergyCo) is a statutory corporation established under the Energy and Utilities Administration Act 1987 and governed by its Board, appointed by the Minister for Energy. EnergyCo is a Staff Agency employing all EnergyCo staff and is an agency related to the Department of Climate Change, Energy, the Environment and Water (DCCEEW).

EnergyCo plays a pivotal role in the NSW Government’s Electricity Infrastructure Roadmap, which aims to transform the state’s electricity system into one that is cheap, clean, and reliable. As Infrastructure Planner under the Electricity Infrastructure Investment Act 2020, EnergyCo is responsible for leading the delivery of the State’s first five Renewable Energy Zones (REZs) and the first two priority transmission infrastructure projects (PTIPs), which are located in the Central-West Orana, New England, South West, Hunter-Central Coast, and Illawarra regions. We work closely with communities, investors, and industry to investigate, plan, recommend and coordinate generation, storage and network infrastructure projects

# Primary purpose of the role

The Manager Project Coordination role supports EnergyCo’s Project Interface and Strategic Coordination Branch by leading a project management function, providing high quality strategic advice, and facilitating engagement and negotiation to foster alignment among Electricity Infrastructure Roadmap partners, Government agency representatives, governing boards, external bodies and other influential stakeholders.

# Key accountabilities

* Support the Senior Manager, Project Coordination to facilitate integration of work streams across functional program, policy and project areas to ensure effective, efficient and streamlined delivery.
* Deliver project management functions effectively in day-to-day operations by collaborating with cross-functional teams to coordinate project timelines, maintain risk registers and track progress, while ensuring adherence to established controls, quality standards, and alignment with business objectives.
* Build and maintain relationships, consult and negotiate with internal and external stakeholders as an advocate for EnergyCo, and ensure alignment across various key government entities responsible for Roadmap implementation by coordinating efforts and addressing any conflicting interests that may arise.
* Utilise expertise in major project delivery to identifying opportunities to optimise Roadmap project execution while effectively and efficiently managing emerging issues under tight deadlines.
* Contribute to strategic communication and messaging and respond effectively to highly sensitive and contentious issues, to ensure reputational and business risks are minimised.
* Prepare reports, briefing notes and presentations that clearly communicate status, risks, and recommendations to stakeholders.
* Prepare advice and contribute to advice to the Senior Manager, Director, Executive Director, EnergyCo Chief Executive, Board, Deputy Secretary, Secretary, Minister and other Government representatives on risks, strategy and other matters related to stakeholder expectations and emerging issues.
* Manage performance and resources in a manner that meets requirements, optimises outcomes and fosters a culture of continuous improvement, including managing budget, staff performance and development, overseeing contractor and consultant performance, internal and external reporting.

# Key challenges

* Gaining engagement and agreement from a diversity of internal and external stakeholders and developing consistent and timely messages and responses to critical issues in a sensitive and complex political environment.
* Anticipating and addressing emerging risks and issues by providing accurate advice on complex and/or sensitive matters, often within tight timeframes, given the need to collect and assimilate information from a variety of different sources whilst maintaining confidentiality and exercising diplomacy.
* Servicing and managing the expectations of the Government and the Minister, strategically balancing and resolving conflict between competing priorities, policies, programs and stakeholders, and contributing to advice to the EnergyCo Board and the Chief Executive in developing mechanisms to mitigate these risks.

# Key relationships

| Who | Why |
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| **Internal** |  |
| Executive Director, Project Interface & Strategic Coordination | * Liaise to understand the Division’s priorities, programs and activities. * Provide proactive advice, guidance and reports on status of deliverables and resolution of identified issues * Collaborate to share information on programs and projects and contribute ideas to improve work outcomes. |
| Director, Project Coordination | * Provide expert advice to influence decisions, create-buy in, share accountability and resolve conflict. * Advise on emerging and contentious issues and solutions. |
| Senior Manager, Project Coordination | * Identify emerging issues/risks and their implications and propose solutions. * Seek and receive advice, exchange information, report on progress towards objectives and discuss future directions. |
| Other Executives, Managers and Teams | * Establish and maintain effective working relationships. * Liaise to gain input and required information and to coordinate the preparation of submissions, briefs, reports, reviews and responses. * Collaborate to follow through the resolution and development of innovative solutions for identified matters and issues. |
| Direct reports | * Provide guidance, support and exchange information. * Ensure activity is well-planned, delivered on time and to a high-quality standard and aligned to objectives. * Develop capability, support professional development and manage performance. |
| **External** |  |
| Other state and federal government agencies | * Foster beneficial relationships, exchange information, collaborate, influence and negotiate. * Liaise and represent the Division and EnergyCo to coordinate delivery of appropriate information and key messages. * Identify issues and concerns and facilitate solutions and outcomes. |

# Role dimensions

## Decision making

* Operates with a significant degree of autonomy and is accountable for timely and quality advice/information provided and work performed.
* Allocates duties and manages deliverables of direct reports and may oversee and manage the engagement and performance of contractors and consultants.
* Works collaboratively with other Managers in the organisation to ensure efficient and effective delivery of programs through implementation of best-practice standards and procedures.
* Supports the Senior Manager and Executive Director on significant issues or matters arising during work performed and assists to escalate issues as needed
* Operates within legislative and regulatory provisions, public sector frameworks, Divisional priorities and structures, strategic and business plans, policies, delegations, budget and resource parameters.

## Reporting line

This role reports to a Senior Manager, as allocated.

## Direct reports

1 – 2 direct reports.

## Budget/Expenditure

This role has no direct responsibility for operating or capital budgets.

# Knowledge, skills and experience

# Experience in project management and project coordination, tracking and delivery, including stakeholder engagement and management.

# Essential requirements

* Tertiary qualifications in a relevant discipline and/or equivalent relevant experience.

## 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

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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 |
| relationships | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | * Present with credibility, engage diverse audiences and test levels of understanding * Translate technical and complex information clearly and concisely for diverse audiences * Create opportunities for others to contribute to discussion and debate * Contribute to and promote information sharing across the organisation * Manage complex communications that involve understanding and responding to multiple and divergent viewpoints * Explore creative ways to engage diverse audiences and communicate information * Adjust style and approach to optimise outcomes * Write fluently and persuasively in plain English and in a range of styles and formats | Advanced |
| relationships | **Work Collaboratively**  Collaborate with others and value their contribution | * Recognise outcomes achieved through effective collaboration between teams * Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government * Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions * Network extensively across government and organisations to increase collaboration * Encourage others to use appropriate collaboration approaches and tools, including digital technologies | Advanced |
| relationships | **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 | * 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 |
| 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 |
| people-management | **Inspire Direction and Purpose**  Communicate goals, priorities and vision, and recognise achievements | * Promote a sense of purpose, and help the team to understand the strategic direction of the organisation and the needs of customers and stakeholders * Translate broad organisational strategy and goals into tangible team goals and explain the links for the team * Ensure that team objectives and outcomes lead to the implementation of government priorities and create value for customers and stakeholders * Work to remove barriers to achieving goals | Adept |
| people-management | **Manage Reform and Change**  Support, promote and champion change, and assist others to engage with change | * Support teams in developing new ways of working and generating innovative ideas to approach challenges * Actively promote change processes to staff and participate in communicating change initiatives across the organisation * Provide guidance, coaching and direction to others who are managing uncertainty and change * Engage staff in change processes and provide clear guidance, coaching and support * Identify cultural barriers to change and implement strategies to address these | 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.

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| **Capability group/sets** | **Capability name** | **Description** | **Level** |
| personal-attributes | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Adept |
| personal-attributes | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Adept |
| relationships | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| results | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Adept |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Adept |
| results | 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 | Intermediate |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |
| people-management | Manage and Develop People | Engage and motivate staff, and develop capability and potential in others | Adept |
| people-management | Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Intermediate |