|  |  |
| --- | --- |
| **Cluster** | Climate Change, Energy, the Environment and Water |
| **Agency** | Department of Climate Change, Energy, the Environment and Water |
| **Division/Branch/Unit** | Governance & Legal | Governance | Risk and Resilience |
| **Location** | Parramatta |
| **Classification/Grade/Band** | Clerk Grade 7/8 |
| **ANZSCO Code** | 221214 |
| **PCAT Code** | 1227392 |
| **Date of Approval** | October 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.

Primary purpose of the role

Undertake targeted investigations, detection, prevention, early intervention, data analysis activities associated with Public Interest Disclosures and reports of wrongdoing to support the implementation of ethical policies across the Department and the mitigation of fraud and corruption. Promote a culture that supports staff raising issues of wrongdoing.

Key accountabilities

* Undertake simple investigations into alleged breaches of departmental policies and/or improper conduct and related governance issues.
* Draft investigation plans, delegate briefings and final reports outlining recommendations to improve governance arrangements across the Department.
* Proactively communicate with delegates of investigations, reporters and relevant employees to clearly articulate processes and responsibilities relating to each matter; manage expectations; and advise on any required changes to the process as it progresses.
* Maintain and record strategic information and data and prepare reports on fraud and corruption issue and works with the Manager, Investigations and Senior Investigator in the processing of wrongdoing, allegations and emerging issues, including investigation management processes into serious misconduct and procurement engagements.
* Make data driven recommendations to address systemic control breakdowns or to mitigate identified risks across the Department and promotes a culture of quality governance to aid sound decision making, manage risk and continuously improve business processes.
* Provide advice on diverse corporate governance issues including the application of relevant statutory requirements, Government policy, ethics, conduct, and governance best practice.
* Assist in the provision of administrative support, as required, including the preparation of agendas and minutes for branch meetings and maintaining records within the corporate records management system.
* Develop learning intervention programs and resources aimed at improving knowledge and assisting managers and staff in relation to ethical conduct, Public Interest Disclosure Management.

Key challenges

* Influencing third parties to retrieve data required for investigations within statutory deadlines to assist with the timely delivery of recommendations to inform decision making
* Communicating effectively with a range of internal and external stakeholders to address discretionary matters that are highly confidential and sensitive.
* Maintaining an up-to-date knowledge of ‘best practice’ and contemporary developments in a range of governance approaches and methodologies, including the development and application of project management.

Key relationships

|  |  |
| --- | --- |
| Who | Why |
| **Internal** |  |
| Manager/Supervisor | * Escalate issues, keep informed, advise and receive direction.
 |
| Team Members | * Supports the team to provide assistance and mentors others when required.
 |
| Department staff and Stakeholders | * Provide advice on ethical policies and governance matters
* Provide and receive updates and information to/from business units
* Respond to requests for assistance
* Respond to reports of wrongdoing.
 |
| **External** |  |
| Central agencies | * Remain up to date with governance processes and related legislation, best practice and contemporary developments across the NSW government sector.
 |
| Stakeholders including ICAC and NSW Ombudsman | * Liaise to ensure compliance with best practice and to keep abreast with developments and strategies
* Seek and provide information to facilitate reporting requirements.
 |

# Role dimensions

## Decision making

The role:

* Operates with some level of autonomy in the context of the agreed work plan and determines day to day work priorities including manages multiple tasks and demands including matters with critical turnaround times. The position is also fully accountable for the quality, integrity and accuracy of advice provided.
* Is responsible for identifying best practice governance standards to improve transparent ethical decision making and enhance existing corruption prevention measures.
* Seeks advice and clarification from team members and managers, as required.

## Reporting line

Manager Investigations

## Direct reports

Nil

## Budget/Expenditure

Nil

Key knowledge and experience

* Tertiary qualifications in relevant field or equivalent work experience in corporate governance, government investigation and policy management.
* Demonstrated experience in conducting Government investigations.
* Sound knowledge and understanding of government processes, public sector management, and NSW public sector legislation, including the *Public Interest Disclosures Act (NSW) 2022.*

# 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 |
| --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
|  | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | Represent the organisation in an honest, ethical and professional way and encourage others to do soAct professionally and support a culture of integrityIdentify and explain ethical issues and set an example for others to followEnsure that others are aware of and understand the legislation and policy framework within which they operateAct to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
|  | **Work Collaboratively**Collaborate with others and value their contribution | Encourage a culture that recognises the value of collaborationBuild cooperation and overcome barriers to information sharing and communication across teams and unitsShare lessons learned across teams and unitsIdentify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to workActively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | 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 outcomesMake sure staff understand expected goals and acknowledge staff success in achieving theseIdentify resource needs and ensure goals are achieved within set budgets and deadlinesUse business data to evaluate outcomes and inform continuous improvementIdentify priorities that need to change and ensure the allocation of resources meets new business needsEnsure that the financial implications of changed priorities are explicit and budgeted for | Adept |
| **Demonstrate Accountability**Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Assess work outcomes and identify and share learnings to inform future actionsEnsure that own actions and those of others are focused on achieving organisational outcomesExercise delegations responsiblyUnderstand and apply high standards of financial probity with public monies and other resourcesIdentify and implement safe work practices, taking a systematic risk management approach to ensure own and others’ health and safetyConduct and report on quality control auditsIdentify risks to successfully achieving goals, and take appropriate steps to mitigate those risks | Adept |
|  | **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 benefitsPrepare clear project proposals and accurate estimates of required costs and resourcesEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsIdentify and evaluate risks associated with the project and develop mitigation strategiesIdentify and consult stakeholders to inform the project strategyCommunicate the project’s objectives and its expected benefitsMonitor the completion of project milestones against goals and take necessary actionEvaluate 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.

| COMPLEMENTARY CAPABILITIES |
| --- |
| **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 |
| 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 | Intermediate |
|  | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Intermediate |
| Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | 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 | Intermediate |
| Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Intermediate |
|  | 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 | Foundational |