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| **Cluster** | **Climate Change, Energy, the Environment and Water** |
| **Agency** | **Energy Corporation of NSW** |
| **Division/Branch/Unit** | **Various** |
| **Classification/Grade/Band** | **Environment Officer Grade 14** |
| **Role Number** | **Generic** |
| **ANZSCO Code** | **511112** |
| **PCAT Code** | **1119192** |
| **Date of Approval** | **March 2024** |
| **Agency Website** | **https://www.energy.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

Leads the coordinated delivery of high quality, practical programs and reforms to increase sustainability, resource efficiency and productivity, and to improve the competitiveness of NSW.

# Key accountabilities

* Lead and oversee all aspects of program development and implementation across a complex portfolio of work, including preparation of business plans and project plans; establishment of appropriate governance; and management of resources, budget and reporting to ensure project outcomes are delivered on time and on budget.
* Facilitate integration of work streams across functional program, policy and project areas to ensure effective, efficient and streamlined delivery.
* Consult, negotiate and liaise with internal and external stakeholders to manage portfolio interdependencies, project deliverables, risks and issues.
* Prepare complex written reports, submissions, briefing notes and ministerial correspondence on a range of contentious or sensitive issues involving commercial or probity implications.
* Manage the implementation of best-practice governance models to inform consistent and transparent decision-making and enable the effective coordination of multiple initiatives and projects.
* Implement rigorous and measurable project management and evaluation to facilitate review and analysis of program effectiveness, appropriate allocation of resources and timely action.
* Provide strategic advice to senior management on issues related to the delivery of state-wide program, projects and policy matters.
* Assess and address resource needs on an ongoing basis and manage additional support if required to ensure that there are no deficiencies or delays in implementation and delivery of programs and projects.

Key challenges

* Managing a portfolio of complex, dynamic and high-profile programs/projects with significant impacts for the organisation's objectives.
* Developing and maintaining high level awareness of customer needs and expectations and adapt programs to engage a diverse range of customers.
* Displaying initiative in addressing complex issues to support evidence based decision making.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Director | * Provide expert advice on complex and politically sensitive and controversial issues. * Seek and receive advice and exchange information. * Discuss progress, inform strategy development and contribute to decision making. * Identify emerging issues/risks and their implications and propose solutions.. |
| Direct reports | * Provide guidance, support and exchange information. * Ensure activity is well planned, delivered on time, customer-focused and aligned to objectives. * Support professional development for team members |
| Other Strategic Delivery Managers | * Collaborate with relevant stakeholders (including other program delivery teams and shared support teams) to enhance the delivery of strategic outcomes by ensuring alignment with customer needs, identifying opportunities to accelerate impact, and leveraging stakeholder relationships.. |
| **External** |  |
| Stakeholders and subject matter experts | * Prepare and provide accurate advice and guidance to key external stakeholders including local councils, private landowners, state and federal governments, other government agencies, industry, peak bodies, Aboriginal communities, and non-government organisations. * Engage, consult and negotiate on the development, delivery and evaluation of projects. * Identify stakeholder interests, manage expectations, resolve issues and negotiate mutually beneficial courses of action |

# Role dimensions

## Decision making

The role provides leadership and exercises significant innovation, initiative and judgement. It is accountable for a number of project teams and oversees budget and resource management. The role works collaboratively with other Managers in the organisation to ensure efficient and effective delivery of programs through implementation of best-practice standards and procedures for all aspects of project management.

## Reporting line

Role reports to a senior executive.

## Direct reports

Up to 5 direct reports.

## Budget/Expenditure

The role has direct responsibility for the coordination and management of multiple program/project budgets exceeding $20m, and direct responsibility for the operating budget of the section.

Essential requirements

* Tertiary qualifications in a relevant discipline or relevant equivalent experience.
* Proven ability to develop and implement systems and processes to underpin high quality program delivery.
* Ability to plan and transition teams through change initiatives and evaluate progress and outcomes to inform future delivery.

# 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 so  Act professionally and support a culture of integrity  Identify and explain ethical issues and set an example for others to follow  Ensure that others are aware of and understand the legislation and policy framework within which they operate  Act to prevent and report misconduct and illegal and inappropriate behaviour | Advanced |
|  | **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 |
|  | **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 |
|  | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | | Drive a culture of achievement and acknowledge input of others  Investigate and create opportunities to enhance the achievement of organisational objectives  Make sure others understand that on-time and on-budget results are required and how overall success is defined  Control output of business unit to ensure government outcomes are achieved within budget  Progress organisational priorities and ensure effective acquisition and use of resources  Seek and apply the expertise of key individuals to achieve organisational outcomes | Advanced |
|  | **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues  Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others  Take account of the wider business context when considering options to resolve issues  Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements  Implement systems and processes that are underpinned by high-quality research and analysis  Look for opportunities to design innovative solutions to meet user needs and service demands  Evaluate the performance and effectiveness of services, policies and programs against clear criteria | Advanced |
|  | **Finance**  Understand and apply financial processes to achieve value for money and minimise financial risk | | Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures  Understand the impacts of funding allocations on business planning and budgets  Identify discrepancies or variances in financial and budget reports, and take corrective action  Know when to seek specialist advice and support and establish the relevant relationships  Make decisions and prepare business cases, paying due regard to financial considerations | Adept |
|  | **Project Management**  Understand and apply effective planning, coordination and control methods | | Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts  Access key subject-matter experts’ knowledge to inform project plans and directions  Implement effective stakeholder engagement and communications strategy for all stages of projects  Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning  Develop effective strategies to remedy variances from project plans, and minimise impacts  Manage transitions between project stages and ensure that changes are consistent with organisational goals | Advanced |
|  | **Manage and Develop People**  Engage and motivate staff, and develop capability and potential in others | | Define and clearly communicate roles and responsibilities to achieve team/unit outcomes  Negotiate clear performance standards and monitor progress  Develop team/unit plans that take into account team capability, strengths and opportunities for development  Provide regular constructive feedback to build on strengths and achieve results  Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way  Monitor and report on performance of team in line with established performance development frameworks | 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 | Adept |
|  | Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Adept |
|  | Communicate Effectively | | Communicate clearly, actively listen to others, and respond with understanding and respect | Adept |
|  | 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 | 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 | Adept |
|  | 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 |