Role Description

Project Coordinator, Strategic Advisory Services

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| **Cluster** | **Planning, Housing & Infrastructure** |
| **Agency** | **Department of Planning, Housing & Infrastructure** |
| **Division/Branch/Unit** | **Property, Development & Valuation / Property & Development NSW / Strategic Advisory Services** |
| **Classification/Grade/Band** | **Clerk Grade 5/6** |
|  **Role Family** | **Bespoke/ Projects & Programs/Support** |
| **ANZSCO Code** | **511112** |
| **PCAT Code** | **1449192** |
| **Date of Approval** | **May 2024 (updated from October 2023)** |
|  **Agency Website** | [**https://www.nsw.gov.au/departments-and-agencies/department-o**](http://www.dpie.nsw.gov.au)**f-planning-housing-and-infrastructure** |

**Agency overview**

The Department of Planning, Housing and Infrastructure are building the future of NSW through delivering diverse planning, housing solutions and infrastructure across the state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

Property & Development NSW (PDNSW) is a Division within Department of Planning Housing and Infrastructure. The Division is responsible for the management and delivery of large scale or complex real estate projects, transactions, workplace strategy, design and delivery, and manages the state’s significant property portfolio.

Strategic Advisory Services within PDNSW delivers expert strategic property advisory services to ensure that government-owned property and government-led development are advanced in support of whole-of-government strategic priorities to maximise community benefit.

# **Primary purpose of the role**

Support the effective management of advisory, development and transaction projects, seeking to unlock benefits for the NSW Community through our work on government property assets or portfolios. The role works closely with a range of internal and external stakeholders.

# Key accountabilities

* Assist in project management and support services to realise optimal project outcomes for a diverse range of property types allowing for factors including urban design, environmental planning and heritage constraints, community interests and landscape challenges.
* Support the delivery of project activities so that time, cost and quality outcomes are achieved including assisting with the financial, economic and feasibility analysis of transaction proposals.
* Undertake and document research to facilitate the conduct and management of projects
* Assist with the administration of project costs and revenues, including payment of external costs, regular invoicing and reporting on financial performance.
* Assist with the preparation and documentation concerning EOIs, tenders, budgets and legal documentation.
* Maintain records pertaining to transactions and business activities for allocated projects.
* Assist with the coordination and documentation of information received from external consultants for technical services including surveys, contamination reports, planning, valuations, environmental management, construction and development management services.

Key challenges

* Delivering multiple project support activities in line with agreed standards and objectives, given tight deadlines and competing demands and priorities

# **Key relationships**

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Receive and clarify guidance and instructions and report on progress against work plans
* Escalate and discuss issues.
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| Senior Executive | * Develop stakeholder support with business units and other agencies and clusters to ensure Property and Development NSW is able to execute projects and optimise results, in line with organisational strategy.
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| Client/Customer | * Develop stakeholder support with business units and other agencies and clusters to ensure Property and Development NSW is able to execute projects and optimise results, in line with government decisions and / or client instructions.
* Contribute to a client-focussed approach to service delivery.
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| Work Team | * Work collaboratively with the Strategic Advisory Services Team.
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| **External** |  |
| Industry professionals/consultants | * Work closely with the service providers so that they provide accurate and timely support around environmental consultancy, heritage consultancy, planning, legalities, valuations, DCFs, construction management, infrastructure works, community groups, leasing and sales.
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# Role dimensions

## Decision making

* Determines and manages work load and priorities in line with project requirements.
* Exercises discretion in the approach, advice and recommendations provided and consults with manager as required or regarding any issues.

## Reporting line

Director Property and Development NSW

## Direct reports

Nil

## Budget/Expenditure

As per DPHI Delegations

**Knowledge and experience**

* Experience in using and/or utilising the outputs of geospatial tools in a land and property context to support project delivery.

# Essential Requirements

* Tertiary property qualifications and related experience will be highly regarded.

# 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**  |
|  | **Display Resilience and Courage**Be open and honest, prepared to express your views, and willing to accept and commit to change | Be open to new ideas and approachesOffer own opinion, ask questions and make suggestionsAdapt well to new situationsDo not give up easily when problems ariseStay calm in challenging situations | Foundational |
| **Manage Self**Show drive and motivation, an ability to self-reflect and a commitment to learning | Adapt existing skills to new situationsShow commitment to achieving work goalsShow awareness of own strengths and areas for growth, and develop and apply new skillsSeek feedback from colleagues and stakeholdersStay motivated when tasks become difficult | Intermediate |
|  | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Focus on key points and speak in plain EnglishClearly explain and present ideas and argumentsListen to others to gain an understanding and ask appropriate, respectful questionsPromote the use of inclusive language and assist others to adjust where necessaryMonitor own and others’ non-verbal cues and adapt where necessaryWrite and prepare material that is well structured and easy to followCommunicate routine technical information clearly | Intermediate |
|  | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | Seek and apply specialist advice when requiredComplete work tasks within set budgets, timeframes and standardsTake the initiative to progress and deliver own work and that of the team or unitContribute to allocating responsibilities and resources to ensure the team or unit achieves goalsIdentify any barriers to achieving results and resolve these where possibleProactively change or adjust plans when needed | Intermediate |
| **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Ask questions to explore and understand issues and problemsFind and check information needed to complete own work tasksIdentify and inform supervisor of issues that may have an impact on completing tasksEscalate more complex issues and problems when these are identifiedShare ideas about ways to improve work tasks and solve problemsConsider user needs when contributing to solutions and improvements | Foundational |
|  | **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 |
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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 |
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| **Capability group/sets** | **Capability name** |  | **Description** | **Level**  |
|  | Act with Integrity | Be ethical and professional, and uphold and promote the public sector values | Foundational |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Foundational |
|  | 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 |
| 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 | Foundational |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Foundational |
|  | 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 | Foundational |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |