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| **Cluster** | Climate Change, Energy, the Environment and Water |
| **Agency** | Department of Climate Change, Energy, the Environment and Water (DCCEEW) |
| **Division/Branch/Unit** | Energy Corporation of NSW/Project Delivery |
| **Location** | Various |
| **Role number** | TBC |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **ANZSCO Code** | 511112 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | June 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.

**About the Energy Corporation of NSW**

The Energy Corporation of New South Wales (the Corporation) is the NSW-Government-controlled statutory authority that will lead the delivery of the NSW Government’s Renewable Energy Zones (REZ) program in accordance with the NSW Electricity Strategy and Electricity Infrastructure Roadmap.

The Corporation is constituted under the *Energy and Utilities Administration Act 1987* and was re-established to oversee the holistic planning of each REZ and coordinate REZ transmission, generation, firming and storage projects to deliver efficient, timely and coordinated investment. The Corporation will also work closely with communities to ensure the benefits of investment are equitably shared within host regions.

Primary purpose of the role

Lead and undertake project work to enable the successful coordination and delivery of EnergyCo’s priority infrastructure projects, such as the delivery of REZ, new electricity transmission network and related infrastructure projects. This includes driving specific project workstreams, achieving project milestones, coordinating project resources and enabling overall delivery within their assigned portfolio.

Key accountabilities

* Undertake and support project planning, development, implementation and evaluation tasks, including coordinating project resources, budget, costing, scheduling, reporting and risk management, to ensure project outcomes are achieved on time, on budget, within agreed scope and in line with better practice project management methodology.
* Coordinate and advise project governance bodies and working groups, including secretariat services.
* Establish and maintain relationships with project collaborators, stakeholders and service providers through effective communication, negotiation and issues management to ensure effective engagement and project deliverables are met.
* Monitor and evaluate project delivery, including risk and contingency management, benefits realisation, project impact and quality measures, to identify and address issues, assess project progress and effectiveness, and achieve project outcomes.
* Undertake project procurement and contract management activities, including assistance to related service providers to deliver outcomes.
* Undertake research and analysis, formulate recommendations to support evidence-based project planning and decision making, and implement decisions.
* Prepare a range of project documents including briefings, advice and reports to inform decision making and government policy. These also include drafting of ministerials, correspondence and papers related to the project as required.
* Mentor Project Officers to ensure the implementation and compliance of seamless project systems and procedures, including document control, and recommend and drive continuous improvement.

Key challenges

* Achieving project deadlines and milestones to the required standards, legislation and government policy and processes, while managing multiple project streams that are often complex and interconnected.
* Providing high quality, evidence-based advice and pragmatic solutions in line with government policies, project objectives, whilst maintaining confidentiality, integrity and professionalism in dealing with highly sensitive government, commercial and private information.
* Managing consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager / Director | * Discuss work progress, escalate issues, advise and keep informed * Receive guidance and provide regular updates on key projects, issues and priorities * Identify emerging issues/risks and their implications and propose solutions. |
| Team | * Support team members and work collaboratively to contribute to achieving team outcomes. |
| Service providers | * Manage and ensure service delivery, communicate requirements * Advise and support contract management and performance * Identify and escalate issues, propose solutions. |
| Stakeholders | * Provide expert advice on project or policy related issues * Report and provide updates on project progress * Consult and collaborate to resolve project or policy related issues, define mutual interests and determine strategies to achieve their realisation. |
| **External** |  |
| Stakeholders | * Provide expert advice on project or policy related matters * Report and provide updates on project progress or policy proposals * Consult and collaborate to define mutual interests and determine strategies to achieve their realisation. |

# Role dimensions

## Decision making

* Assesses and advises on the appropriate approach and strategy on a wide range of complex project and issues
* Develops solutions and innovation to complex problems within the parameters of Government policy.
* Refers to the Manager or senior executive on critical issues.

## Reporting line

The position reports to a Manager or senior executive as allocated.

## Direct reports

Nil

## Budget/Expenditure

As per delegations

Key knowledge and experience

* Demonstrated experience in project management in the context of contemporary government policies and community attitudes
* Demonstrated stakeholder engagement skills influencing high level decision makers and key stakeholders within relevant sectors/market to take action and deliver agreed outcomes.
* Experience in delivering complex projects or advising critical decisions in a high-pressure environment.

Essential requirements

* Degree in a relevant discipline or equivalent 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 | **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 | Adept |
| personal-attributes | **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 |
| relationships | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiences  Clearly explain complex concepts and arguments to individuals and groups  Create opportunities for others to be heard, listen attentively and encourage them to express their views  Share information across teams and units to enable informed decision making  Write fluently in plain English and in a range of styles and formats  Use contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| relationships | **Work Collaboratively**  Collaborate with others and value their contribution | Encourage a culture that recognises the value of collaboration  Build cooperation and overcome barriers to information sharing and communication across teams and units  Share lessons learned across teams and units  Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work  Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services | Adept |
| results | **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 outcomes  Make sure staff understand expected goals and acknowledge staff success in achieving these  Identify resource needs and ensure goals are achieved within set budgets and deadlines  Use business data to evaluate outcomes and inform continuous improvement  Identify priorities that need to change and ensure the allocation of resources meets new business needs  Ensure that the financial implications of changed priorities are explicit and budgeted for | 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 |

## 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 | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Adept |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| relationships | Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| relationships | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
| 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 |