

Role Description

Senior Project Officer

Cluster	NSW Health
Agency	Ministry of Health
Division/Branch/Unit	Office for Health and Medical Research
Location	North Sydney
Classification/Grade/Band	Clerk Grade 9/10
Role Number	691617 & 691888
ANZSCO Code	511112
PCAT Code	3331192
Date of Approval	September 2018
Agency Website	www.health.nsw.gov.au

Agency overview

For more information go to www.health.nsw.gov.au

Primary purpose of the role

The Senior Project Officer manages strategic and operational projects to meet organisational objectives. Develop and support the implementation of best practice policies, programs, projects, and activities for the Ministry of Health, public health organisations, and related government agencies and provide project advice to support the achievement of NSW Health's objectives in relation to the various programs and initiatives administered by the Office for Health and Medical Research. The position has a particular focus on implementing policy to support clinical trials.

Key accountabilities

- Manage the planning and delivery of complex projects in relation to health and medical research to deliver organisational initiatives
- Manage the project cycle, including developing project plans, identifying and coordinating resources, managing budgets, and meeting reporting requirements to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope
- Continuously monitor and evaluate all aspects of project implementation including risk and contingency management, benefits realisation, project impact and quality measures to achieve the success of the project/s
- Manage a project team to successfully deliver all key milestones and outcomes
- Develop and maintain stakeholder relationships through effective communication, negotiation and issues management to ensure project deliverables are met

Key challenges

- Completing projects within agreed timeframes and performance standards while also managing a fluctuating workload of other tasks.
- Consult and negotiate with diverse stakeholders within agreed timelines

Key relationships

Who	Why
Internal	
Senior Executives and staff within the Ministry of Health	<ul style="list-style-type: none">• Provide advice and report on the status of projects• Escalate issues and provide solutions
External	
Key staff in public health organisations and stakeholder representatives	<ul style="list-style-type: none">• Develop and maintain effective relationships• Resolve and provide solutions to issues

Role dimensions

Decision making

- The decision making required of the position relates to:
 - Setting work priorities within agreed parameters and approved work and project plans, organising and managing own workload and allocation of tasks to staff assisting with projects.
 - Providing policy expertise and working collaboratively with internal and external stakeholders, consulting on and enlisting commitment to specific strategies.
 - Deciding the content of reports, submissions, policies, correspondence, and briefs, which are prepared in final form and are expected to require only minimal input from the Principal Policy Officer, Office for Health and Medical Research.
 - Deciding the content of advice and information provided to Ministry and external stakeholders.
 - Managing change, taking ownership for assigned work and issues as they arise, and being proactive in suggesting new policies, strategies and processes to improve performance or address issues.

Decisions which are referred to a supervisor include:

- Any decision that will substantially alter the outcomes or timeframe of a project.
- Major policy issues or conflicts arising in the course of project and other duties.
- Matters requiring a higher delegated authority such as approval for expenditure and/or travel.
- Matters requiring submission to the Secretary.

Reporting line

The role reports to Manager Clinical Trial Support Unit, Office for Health and Medical Research.

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements





- Demonstrated skills and experience in managing all stages of the policy project cycle (planning, development, implementation, monitoring and evaluation)
- Relevant tertiary qualifications or demonstrated equivalent professional experience

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Adept

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes		
Manage Self	Adept	<ul style="list-style-type: none"> 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 a high level of personal motivation
Relationships		
Work Collaboratively	Adept	<ul style="list-style-type: none"> Encourage a culture of recognising the value of collaboration Build co-operation and overcome barriers to information sharing and communication across teams/units Share lessons learned across teams/units Identify opportunities to work collaboratively with other teams/ units to solve issues and develop better processes and approaches to work
Results		
Deliver Results	Intermediate	<ul style="list-style-type: none"> Complete work tasks to agreed budgets, timeframes and standards Take the initiative to progress and deliver own and team/unit work Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals Seek and apply specialist advice when required
Business Enablers		
Project Management	Adept	<ul style="list-style-type: none"> Prepare clear project proposals and define scope and goals in measurable terms Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements Prepare accurate estimates of costs and resources required for more complex projects Communicate the project strategy and its expected benefits to others Monitor the completion of project milestones against goals and initiate amendments where necessary Evaluate progress and identify improvements to inform future projects