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| **Cluster** | Planning and Environment |
| **Agency** | Department of Planning and Environment |
| **Group/Division/Branch/Unit** | Governance & Legal | Governance | Ethics | Probity and Corruption Prevention |
| **Location** | Parramatta |
| **Classification/Grade/Band** | Clerk 7/8  |
| **ANZSCO Code** | 271299 |
| **PCAT Code** | 1229192 |
| **Date of Approval** | Ma 2022 |
| **Agency Website** | [www.dpie.nsw.gov.au](http://www.dpie.nsw.gov.au)  |

Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous 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.

Primary purpose of the role

The role is to provide advice and develop solutions to probity and ethical issues with the department and to promote a culture of ethical decision making. This role will work across the department to ensure compliance with the fraud and corruption framework and assist with awareness of corruption prevention.

Key accountabilities

* Proactively communicate, develop solutions and provide clear advice on a wide range of probity issues across the department
* Monitor and review business activities and liaise with key stakeholders to ensure compliance with the Fraud and Corruption Prevention Framework
* Develop and implement training materials, guidance and advice to promote the understanding of Ethics to enhance awareness and ethical behaviours across the department
* Identify, collate and review complex documentation from various sources to comply with Notices to Produce from integrity agencies including the NSW Ombudsman and ICAC within required timeframes
* Collate, analyse and review data to identify trends and systemic issues to make recommendations to address systemic control breakdowns or to mitigate risks across the department
* Assist with the development of succinct and informative reports to the internal governance committees and the Audit and Risk Committees
* 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.

Key challenges

* Understanding of complex technical information from a variety of sources and scenarios
* Communicating effectively with a range of internal and external stakeholders to advice on matters that are highly confidential and sensitive
* Achieving a balance between competing demands between the delivery of proactive strategies and reactive requests

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager | * Provide expert advice and contribute to decision making
* Identify emerging issues/risks and their implications and propose solutions
* Report on progress towards business objectives and discuss future directions
* Receive feedback regarding performance
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| Team | * Support team members and work collaboratively to contribute to achieving team outcomes
* Participate in meetings, share information and provide input on issues
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| Stakeholders  | * Respond to requests for assistance and provide expert advice, guidance and support on the probity issues including the Fraud and Corruption Control Framework and responding to Notices to Produce.
* Manage the flow of information, seek clarification, and provide regular updates and information to/from business units
* Develop and maintain effective relationships and open channels of communication to facilitate outcomes
* Provide and receive updates and information to/from business units
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| **External** |  |
| External Stakeholders including ICAC, NSW Ombudsman, NSW Audit Office | * Establish and maintain strong relationships
* Provide and receive updates and information including Notices to Produce
* Keep abreast with best practice and contemporary developments in governance processes and probity issues across the NSW government sector.
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# 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
* Is accountable for the integrity and accuracy of content of advice provided
* is responsible for identifying best practice standards to improve transparent ethical decisions and enhance existing corruption prevention measures

## Reporting line

Manager

## Direct reports

Nil

## Budget/Expenditure

Nil

Essential Criteria

* Relevant tertiary qualifications or demonstrated experience and/or ability in fraud and/or corruption control, probity, corporate governance, risk management or another field relevant to the role.

## 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 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  |
| relationships | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiencesClearly explain complex concepts and arguments to individuals and groupsCreate opportunities for others to be heard, listen attentively and encourage them to express their viewsShare information across teams and units to enable informed decision makingWrite fluently in plain English and in a range of styles and formatsUse contemporary communication channels to share information, engage and interact with diverse audiences | Adept  |
| relationships | **Work Collaboratively**Collaborate with others and value their contribution | Build a supportive and cooperative team environment Share information and learning across teams Acknowledge outcomes that were achieved by effective collaboration Engage other teams and units to share information and jointly solve issues and problems Support others in challenging situations Use collaboration tools, including digital technologies, to work with others | Intermediate  |
| relationships | **Influence and Negotiate**Gain consensus and commitment from others, and resolve issues and conflicts | Negotiate from an informed and credible positionLead and facilitate productive discussions with staff and stakeholdersEncourage others to talk, share and debate ideas to achieve a consensusRecognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomesInfluence others with a fair and considered approach and sound argumentsShow sensitivity and understanding in resolving conflicts and differencesManage challenging relationships with internal and external stakeholdersAnticipate and minimise conflict | Adept  |
| results | **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Identify the facts and type of data needed to understand a problem or explore an opportunityResearch and analyse information to make recommendations based on relevant evidenceIdentify issues that may hinder the completion of tasks and find appropriate solutionsBe willing to seek input from others and share own ideas to achieve best outcomesGenerate ideas and identify ways to improve systems and processes to meet user needs | Intermediate  |
| business-enablers | **Technology**Understand and use available technologies to maximise efficiencies and effectiveness | Display familiarity and confidence when applying technology used in roleComply with records, communication and document control policiesComply with policies on the acceptable use of technology, including cyber security | Foundational |
| business-enablers | **Procurement and Contract Management**Understand and apply procurement processes to ensure effective purchasing and contract performance | Comply with basic ordering, receipting and payment processesApply basic checking and quality control processes to activities that support procurement and contract managementUnderstand probity principles relating to purchasing | Foundational |

## 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 | Intermediate  |
| personal-attributes | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
| 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 |
| results | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| 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 | Adept |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Foundational  |
| business-enablers | Project Management | Understand and apply effective planning, coordination and control methods | Foundational |