|  |  |
| --- | --- |
| **Senior Executive Work Level Standards** | Work Contribution Stream: Professional/Technical/Specialist |
| **Classification/Grade/Band** | Band 1 |
| **Date of Approval** | 30 June 2020 |

Primary purpose of the role

The Director, Science will lead overall work in relation to scientific strategy and direction, with particular focus on research, innovation, evidenced based practice, quality improvement and professional leadership to ensure the robust and high-quality advice and scientific outcomes.

Key accountabilities

* Develop and execute a scientific strategy, establish and promote standards of professional practice and ensure systems are in place for evaluating program effectiveness to deliver scientific-based outcomes which can be utilised, translated and/or commercialised for the benefit of industry/consumers/
customers
* Provide specialised scientific advice and expertise to key internal and external stakeholders, professional bodies and scientific committees to inform decision making
* Identify emerging trends, issues and their implications to identify opportunities, and manage risks
* Engage stakeholders and provide recommendations on appropriate scientific strategies and pathways, and openly and transparently raise ethical implications associated with scientific research practice, to ensure potential outcomes are fully understood
* Lead and develop scientific programs and research to drive the development of practical initiatives and outcomes that benefit the broader community and the economy, in line with organisational priorities
* Establish and maintain collaborative relationships and networks with stakeholders including public and private sector funding bodies and State and Commonwealth agencies to capitalise on funding opportunities

Key challenges

* Responding to urgent government and industry issues that take precedence over timetabled program milestones
* Identifying opportunities, funding and support for scientific programs in an environment of political, industrial, social and financial sensitivities and constraints and enhanced competition for available funding

Key relationships

| Who |  Why |
| --- | --- |
| **Internal** |  |
| Manager | * Provide expert advice, counsel and recommendations on scientific matters to influence organisational decisions, policy development and initiatives
* Report on progress towards business objectives and discuss future directions
 |
| Executive | * Build relationships and provide expert scientific advice to impact decisions, support initiatives, clarify accountability and communicate performance
 |
| Ethics Committees | * Act as a subject matter expert on scientific matter, providing advice, counsel and recommendations in relation to matters of, and implications for ethics to inform decision making
 |
| Direct Reports | * Lead, guide and support
* Set performance expectations and manage team performance and development
 |
| **External** |  |
| Peak State and National bodies/ Industry bodies/Academic institutions | * Represent the Agency for consultation and negotiations on science grants and program issues, establish scientific partnerships and share insights
 |
| Funding bodies | * Negotiate project funding, manage contracts and determine program objectives
 |
| Office of NSW Chief Scientist and Engineer | * Collaborate to ensure currency with central directions, and contributes to sector wide scientific strategies
 |
| Other NSW Government Agencies | * Establish professional networks and relationships with Directors, Science of other NSW Government agencies, and with similar agencies across other jurisdictions to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues
 |

# Role dimensions

## Decision making

NA

## Reporting line

NA

## Direct reports

NA

## Budget/Expenditure

NA

# 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**  |
| Personal Attributes | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | Model the highest standards of ethical and professional behaviour and reinforce their useRepresent the organisation in an honest, ethical and professional way and set an example for others to followPromote a culture of integrity and professionalism within the organisation and in dealings external to governmentMonitor ethical practices, standards and systems and reinforce their useAct promptly on reported breaches of legislation, policies and guidelines | Advanced |

| FOCUS CAPABILITIES |
| --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
| Relationships | **Work Collaboratively**Collaborate with others and value their contribution | Establish a culture and supporting systems that facilitate information sharing, communication and learning across the sectorPublicly celebrate the successful outcomes of collaborationSeek out and facilitate opportunities to engage and collaborate with stakeholders to develop solutions across the organisation, government and other jurisdictionsIdentify and overcome barriers to collaboration with internal and external stakeholders | Highly Advanced |
| **Influence and Negotiate**Gain consensus and commitment from others, and resolve issues and conflicts | Engage in a range of approaches to generate solutions, seeking expert inputs and advice to inform negotiating strategyUse sound arguments, strong evidence and expert opinion to influence outcomesDetermine and communicate the organisation’s position and bargaining strategyRepresent the organisation in critical and challenging negotiations, including those that are cross-jurisdictionalAchieve effective solutions when dealing with ambiguous or conflicting positionsAnticipate and avoid conflict across organisations and with senior internal and external stakeholdersIdentify contentious issues, direct discussion and debate, and steer parties towards an effective resolution | Highly Advanced |
| Results | **Deliver Results**Achieve results through the efficient use of resources and a commitment to quality outcomes | Seek and apply the expertise of key individuals to achieve organisational outcomesDrive a culture of achievement and acknowledge input from othersDetermine how outcomes will be measured and guide others on evaluation methodsInvestigate and create opportunities to enhance the achievement of organisational objectivesMake sure others understand that on-time and on-budget results are required and how overall success is definedControl business unit output to ensure government outcomes are achieved within budgetsProgress organisational priorities and ensure that resources are acquired and used effectively | Advanced |

| FOCUS CAPABILITIES |
| --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level**  |
|  | **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Establish and promote a culture that encourages innovation and initiative and emphasises the value of continuous improvementEngage in high-level critical analysis of a wide range of complex information and formulate effective responses to critical policy issuesIdentify and evaluate organisation-wide implications when considering proposed solutions to issuesApply lateral thinking and develop innovative solutions that have a long-lasting, organisation-wide impactEnsure effective governance systems are in place to guarantee quality analysis, research and reform | Highly Advanced |
| Business Enablers | **Technology**Understand and use available technologies to maximise efficiencies and effectiveness | Champion the use of innovative technologies in the workplaceActively manage risk to ensure compliance with cyber security and acceptable use of technology policiesKeep up to date with emerging technologies and technology trends to understand how their application can support business outcomesSeek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomesActively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies | Advanced |
| **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 benefitsPrepare clear project proposals and accurate estimates of required costs and resourcesEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsIdentify and evaluate risks associated with the project and develop mitigation strategiesIdentify and consult stakeholders to inform the project strategyCommunicate the project’s objectives and its expected benefitsMonitor the completion of project milestones against goals and take necessary actionEvaluate progress and identify improvements to inform future projects | Adept |
| People Management | **Inspire Direction and Purpose**Communicate goals, priorities and vision, and recognise achievements | Promote a sense of purpose, and help the team to understand the strategic direction of the organisation and the needs of customers and stakeholdersTranslate broad organisational strategy and goals into tangible team goals and explain the links for the teamEnsure that team objectives and outcomes lead to the implementation of government priorities and create value for customers and stakeholdersWork to remove barriers to achieving goals | 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**  |
| Personal Attributes | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Advanced |
| Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Advanced |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Advanced |
| Relationships | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Advanced |
| Commit to Customer Service | Provide customer-focused services in line with public sector and organisational objectives | Adept |
| Results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Advanced |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Advanced |

| COMPLEMENTARY CAPABILITIES |
| --- |
| **Capability group/sets** | **Capability name** |  | **Description** | **Level**  |
| Business Enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Adept |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Adept |
| People Management | Manage and Develop People | Engage and motivate staff, and develop capability and potential in others | Adept |
| Optimise Business Outcomes | Manage people and resources effectively to achieve public value | Adept |
| Manage Reform and Change | Support, promote and champion change, and assist others to engage with change | Adept |