

Role Description

Project Officer



Department/Agency	Office of the Director of Public Prosecutions
Division/Branch/Unit	Solicitor's Office
Classification/Grade/Band	Prosecution Officer (Administrative) Level 4
OSCA Code	521112
PCAT Code	2521118192
Date of Approval	14 December 2015
Agency Website	www.odpp.nsw.gov.au

Agency overview

The Office of the Director of Public Prosecutions (ODPP) provides an independent, efficient, fair and just prosecution service for the people of New South Wales. The vision of the ODPP is to be a dynamic prosecution service recognised for its excellence and leadership. It acts in the public interest for NSW Parliament, the Judiciary, the Courts, Police, victims, witnesses, accused persons and other stakeholders in the criminal justice system and the community.

Primary purpose of the role

The Project Officer undertakes a range of project research, analysis, reporting, implementation and administrative activities to support the development and delivery of projects and ODPP initiatives.

Key accountabilities

- Provide project and operational support, including monitoring and reporting on project plans, milestones and deliverables, to ensure time, cost and quality indicators are in line with approved project plans.
- Create and maintain documentation and records regarding relevant issues, policies and practices to ensure the delivery of projects complies with agreed project management methodology.
- Undertake basic research and analysis in assigned project areas and contribute to the preparation of project briefs to support informed decision making and planning.
- Assist the Solicitor's Executive to complete tasks and implement project plans to ensure agreed outcomes are achieved.
- Communicate with relevant stakeholders to provide updates regarding project status and implementation issues.
- Provide a range of secretariat and administrative services, including coordinating committee meetings and preparing papers and minutes.

Key challenges

- Delivering multiple support activities in line with agreed standards and objectives, given tight deadlines and competing demands and priorities.
- Developing an effective network of both internal and external stakeholders to support and facilitate effective project management and implementation.



- Maintaining confidential information and acting with discretion.

Key relationships

Internal

Who	Why
Solicitor's Executive	• Direct project support.
Solicitor's Executive EA, Project Management Office	• Work in a team environment to ensure the timely flow of communication to external agencies and the Solicitor's Office and completion of tasks.
Staff of Corporate Services, the Solicitor's Office and Crown Prosecutors	• Regular liaison to ensure effective channels of communication are maintained between the Solicitor's Executive and other parts of the Office.

External

Who	Why
State and Federal Government Agencies including the Department of Justice	• Respond to inquiries. • Liaise with in relation to relevant projects. • Coordinate meetings and activities.

Role dimensions

Decision making

The role has autonomy in coordinating and managing their work and makes decisions on matters under their direct control. The Project Officer will need to negotiate tasks and deadlines with the Solicitor's Executive. The role has discretion in deciding how a task will be conducted, including decisions on who to consult, both within and outside the organisation.

Reporting line

Project Management Office Lead.

Direct reports

Nil.

Budget/Expenditure

Nil.

Key knowledge and experience

- Project experience in a high volume legal or other professional environment.

Essential requirements

- Project management certification or equivalent expertise.

Capabilities for the role

The [NSW public sector 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.

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	- Behave in an honest, ethical and professional way - Act in accordance with the Ethical Framework and the Code of Ethics and Conduct - Follow legislation, policies and guidelines that apply to your role and organisation - Speak up about misconduct and inappropriate behaviour	Foundational
 Personal Attributes	Manage Self Be persistent, self-reflect and commit to learning	- Adapt your existing skills to new situations - Commit to achieving work goals - Be aware of your strengths and areas for growth, and develop and apply new skills - Seek feedback from colleagues and stakeholders - Persist when tasks are difficult	Intermediate
 Relationships	Communicate Effectively Communicate clearly, pay attention to others and respond with understanding and respect	- Focus on key points and use clear, concise and inclusive language - Clearly explain and present ideas and arguments - Pay attention and ask appropriate and respectful questions to understand others' point of view - Promote the use of inclusive language and help others to adjust their language where necessary - Seek feedback about your communication style and adapt where necessary - Write in a way that is well structured and easy to follow - Clearly communicate routine technical information	Intermediate

Capability group/sets	Capability name	Behavioural indicators	Level
 Relationships	Work Collaboratively Collaborate with others and value their contribution	• Work as a supportive and cooperative team member, sharing information and acknowledging the efforts of others • Respond when others need clarification or advice about the job • Step in to help others when workloads are high • Keep your team and supervisor informed about work tasks • Use appropriate approaches, including digital technology, to share information and collaborate with others	Foundational
 Results	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	• Plan and coordinate the work assigned to you • Re-prioritise your work tasks as needed to achieve set goals • Contribute to developing your team's work plans and goal setting • Understand how your work contributes to achieving team goals	Foundational
 Business Enablers	Project Management Understand and use effective ways to plan, coordinate and control projects	• Research and analyse data at a basic level to inform and support the achievement of project deliverables • Contribute to developing project documents and resource estimates • Contribute to reviews of progress, outcomes and future improvements • Identify when projects differ from their plans and tell your supervisor	Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identify 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.

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	Foundational

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Value Diversity and Inclusion	Be inclusive and respect diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
 Results	Deliver Results	Achieve results by using resources efficiently and committing to quality outcomes	Intermediate
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
 Results	Demonstrate Accountability	Be proactive and responsible for your actions, and follow legislation, policy and guidelines	Foundational
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational

Capability group/sets	Capability name	Description	Level
 Business Enablers	Technology	Understand and use available technology to maximise efficiencies and effectiveness	Intermediate
 Business Enablers	Procurement and Contract Management	Understand and use procurement processes to ensure effective purchasing and contract performance	Foundational