

Role Description

Manager, Partnerships and Projects

Agency	Office of Sport
Division/Branch/Unit	Sport & Recreation Services Group
Locations	Central Coast, Hunter, North Coast, Central West / Orana, New England/North West/ Far West, Illawarra Shoalhaven, Riverina Murray, South East and Tablelands
Classification/Grade/Band	9/10
ANZSCO Code	139999
Role Number	TBA
PCAT Code	1119192
Date of Approval	11 January 2019
Agency Website	www.sport.nsw.gov.au

Agency overview

The Office of Sport works with key sector partners to promote and deliver a vibrant and valued sport and active recreation sector that enhances the lives of the people of NSW.

To fulfil our mission of collaborative leadership of the sport and recreation sector in NSW, the Office is responsible for planning, managing and delivering high quality venues, facilities, sport and active recreation development programs, high-performance sport, sports integrity and safety. It is also the driver for NSW sport policy and strategy, the formation and dissemination of insights and information, and the promotion of partnerships.

Primary purpose of the role

The purpose of the **Manager, Partnerships and Projects** role is to ensure that sport and active recreation programs and projects are developed and implemented in the region by creating effective partnerships across the region, in a way which supports the *Office of Sport Strategic Plan 2018 - 2022* and the *Regional Sport and Active Recreation Plan 2018-2023*.

Key accountabilities

- Provide values-based leadership to Office of Sport staff and stakeholders in the development and enhancement of partnerships which contribute to the outcomes of the regional plan.
- Act as the Project Manager for projects and initiatives which ensure; fit for purpose sport and recreation facilities are available in the region, pathways to high performance in the region are established and integrated, regional sporting events provide economic and social benefit to the communities in which they are held, innovative approaches to increasing lifelong participation and enabling broader access for people of all abilities are explored and developed.
- Partner with Sport NSW on sport development initiatives which increase the professionalism and effectiveness of the sport sector in the region.

- Collaborate with local councils, clubs, regional sporting associations, state sporting organisations, active recreation organisations and regional academies of sport on the planning and investment for new and enhanced regional sport and recreation precincts and facilities.
- Work in partnership with the Regional Academy of Sport and State Sporting Organisations to ensure that talented athletes in the region are identified and supported through an integrated pathway to high performance through the implementation of the FTEM (Foundation – Talent – Elite – Mastery) model
- Build partnerships in the region to develop projects which contribute to the implementation of the *Her Sport Her Way* Strategy and provide opportunities for under-represented groups including aboriginal communities and people with disabilities.
- Liaise with local schools and school departments to “open the school gates” for community use of school sport and recreation facilities
- Work collaboratively with the Manager, Delivery and Outreach to allocate skilled and experienced Office of Sport program and development staff to priority programs and projects in the region

Key challenges

- Influencing sector and non-sector partners and stakeholders towards investment in sport and active recreation initiatives and projects
- Applying innovative approaches and best practice in community sport and active recreation facility and program development and enhancement
- Establishing and maintaining networks and relationships to assist with business development opportunities for regional facilities and facilities.
- Balancing diverse and sometimes conflicting expectations of stakeholders and partners

Key relationships

Who	Why
Internal	
Regional Manager and Regional Director	<ul style="list-style-type: none"> • Provide advice and support on region-specific opportunities, challenges and issues • Contribute as a member of the Regional Leadership team
Regional Staff	<ul style="list-style-type: none"> • Provide values-based leadership and management
Sport Infrastructure Group	<ul style="list-style-type: none"> • Broker advice on sport and active recreation facilities strategies and construction in the region
Sport Development Group	<ul style="list-style-type: none"> • Broker advice on attracting and enhancing regional sport events, high performance pathways and strategies for under-represented groups
Corporate Services Group	<ul style="list-style-type: none"> • Provide information and advice on risk, finance, human resources, communications and other organisational activities
External	
Sport NSW Regional Academy of Sport Sporting Organisations (SSOs, <i>Regional Sport Associations, Clubs</i>) Active Recreation Organisations Local Councils Government Agencies Non-Government Organisations Tertiary institutions and schools	<ul style="list-style-type: none"> • Collaboration on strategies supporting the outcomes of the <i>Regional Sport and Active Recreation Plan 2018-2023</i>

Role dimensions

Decision making

The Manager, Partnerships and Projects has a significant level of autonomy regarding decision making required to develop, enhance and maintain projects, programs and initiatives in the region.

Decisions on matters outside the Manager's accountabilities and on issues that are contentious or sensitive and may impact on the reputation of the Office of Sport are escalated to the Regional Manager.

Reporting line

Regional Manager

Direct reports

Project Officer(s)

Budget/Expenditure

Financial delegation up to \$50,000

Essential requirements

Current Working with Children Check (WWCC) Clearance

Current Class C drivers licence

National Criminal Records Check

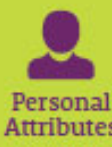



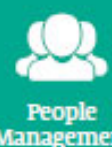
Capabilities for the role

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	Intermediate
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Adept
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Adept
	Influence and Negotiate	Advanced
 Results	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Advanced
 People Management	Manage and Develop People	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Business Outcomes	Adept
	Manage Reform and Change	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 Act with Integrity	Adept	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Demonstrate professionalism to support a culture of integrity within the team/unit • Set an example for others to follow and identify and explain ethical issues • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
Relationships Influence and Negotiate	Advanced	<ul style="list-style-type: none"> • Influence others with a fair and considered approach and present persuasive counter-arguments • Work towards mutually beneficial win/win outcomes

Group and Capability	Level	Behavioural Indicators
Results Deliver results	Adept	<ul style="list-style-type: none"> • Show sensitivity and understanding in resolving acute and complex conflicts • Identify key stakeholders and gain their support in advance • Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise • Pre-empt and minimise conflict within the organisation and with external stakeholders <hr/> <ul style="list-style-type: none"> • Take responsibility for delivering on intended outcomes • Make sure team/unit staff understand expected goals and acknowledge success • Identify resource needs and ensure goals are achieved within budget and deadlines • Identify changed priorities and ensure allocation of resources meets new business needs • Ensure financial implications of changed priorities are explicit and budgeted for • Use own expertise and seek others' expertise to achieve work outcomes
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Business Enablers Project Management	Advanced	<ul style="list-style-type: none"> • Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts • Access key subject-matter experts' knowledge to inform project plans and directions • Implement effective stakeholder engagement and communications strategy for all stages of projects • Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans, and minimise impacts • Manage transitions between project stages and ensure that changes are consistent with organisational goals
People Management Manage and Develop People	Adept	<ul style="list-style-type: none"> • Define and clearly communicate roles and responsibilities to achieve team/unit outcomes • Negotiate clear performance standards and monitor progress • Develop team/unit plans that take into account team capability, strengths and opportunities for development • Provide regular constructive feedback to build on strengths and achieve results

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none">• Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way• Monitor and report on performance of team in line with established performance development frameworks
