



# Growing the best

Date: 20<sup>th</sup> December 2011

<b>Role Title:</b> Policy Advisor	<b>Reports To:</b> Policy Director
<p><b>Role Summary</b></p> <p>This role is the first point of contact for the committees. Manages expectations of the committees and is the conduit of information between the staff &amp; the diverse requirements of the committees.</p> <p><b>Role Purpose</b></p> <p>To coordinate and undertake research to assist in the development of policy recommendations; to work with those leading the high priority policy &amp; representation issues of the association; to communicate with members and committees in a relevant and timely manner; to coordinate functions and events relevant to the policy section of NSWF.</p>	

Key Result Areas	Key Accountabilities
<b>Responds to committees</b>	Is the first point of contact for committees and answers questions, provides updates and coordinates within the association
<b>Stakeholder Management</b>	Develop a stakeholder management plan for their portfolio of committees, manages accordingly
<b>Administration &amp; coordination</b>	Provide administrative and secretarial support to the Policy Section including answering the phone, collating documents and arranging appointments Organise appointments and travel arrangements for members of the Section Assist in the preparation of correspondence in the form of letters, memoranda and reports Assists with coordination of committee events and activities Assist staff with projects and related work on an as required basis Coordinate work and projects with other members of the Section Coordinate and track correspondence, reports and requests for information
<b>Communication</b>	Liaise with Policy Directors to exchange information, seek clarification, address enquiries, build relationships and produce deliverables on specific projects Prepare replies to incoming correspondence in cases where a procedure is set down Attend to and screen enquiries for the Section, refer enquires to the appropriate area and provide appropriate responses in the absence of Division staff
<b>Workload Management and Document Control</b>	Set up and utilise systems to manage workload, track key issues and prepare reports Maintain confidential records and filing of reports, correspondence and related material for ease of retrieval
<b>Policy Research &amp; Advice</b>	Provide Policy advice to CEO and Policy Directors to represent the NSW Farmers interests.



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	Implement relevant research on potential emerging and/or current policy issues and other areas as directed by the Policy Directors.
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Key Performance Indicators	Measurables
The position is responsible for delivering against the following key measures from NSW Farmers' Strategic Plan.	<ul style="list-style-type: none"> <li>• Positive feedback from Policy Directors</li> <li>• Programme of work and events delivered on-time and to expectation</li> <li>• Development of a stakeholder management plan relevant to own role &amp; duties</li> <li>• The development of clear and complete policy solutions that deliver the needs of Members.</li> <li>• Evidence contributing to changes and impacts in industry policy priorities as determined by relevant Committees</li> </ul>

Key Interactions (Internal & External)	For What Purpose
<ul style="list-style-type: none"> <li>▪ Policy Directors</li> </ul>	<ul style="list-style-type: none"> <li>▪ To provide coordination and execution support to the Policy Directors in the development and execution of policy</li> <li>▪ To answer or redirect enquiries and provide information support on matters of concern to the Policy department</li> </ul>
<ul style="list-style-type: none"> <li>▪ Stakeholders / Committee Members</li> </ul>	<ul style="list-style-type: none"> <li>▪ To fulfil coordination and support duties and respond to enquiries</li> </ul>

Position Dimensions	Capabilities & Knowledge	
<ul style="list-style-type: none"> <li>▪ Operating budget: Nil</li> <li>▪ Direct reports: Nil</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>▪ Well-developed professional skills, experience providing support in a professional team, experience preferably in government, policy, or large corporate</li> <li>▪ Competent user in relevant MS Office software</li> <li>▪ Proven ability to manage relationships with a range of people</li> <li>▪ Relevant tertiary qualification</li> <li>▪ Understanding of agriculture desired</li> </ul>	<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>▪ Takes initiative</li> <li>▪ Conceptual thinking</li> <li>▪ Intellectual curiosity</li> <li>▪ Analysis &amp; judgment</li> <li>▪ Collaboration</li> <li>▪ Communication</li> <li>▪ Plans ahead &amp; organises</li> <li>▪ Tenacious</li> </ul>



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Competency label & definition	Behaviours
<p><b>Takes initiative</b>  <i>Readiness and ability to take action to achieve goals; is proactive in trying to take a step forward;</i></p>	<ul style="list-style-type: none"> <li>● <b>Considers options</b> – analyses different course of action.</li> <li>● <b>Responds</b> - Takes a step or takes action in response to an issue or problem.</li> <li>● <b>Implements new ideas</b> - does not need prompting and doesn't wait for others to take the lead.</li> </ul>
<p><b>Conceptual thinking</b>  <i>Understands a situation by identifying patterns and / or connections and going to the pivotal underlying issues; integrates issues and factors into a framework; relies on past learning and experience that may not be overtly related</i></p>	<ul style="list-style-type: none"> <li>● <b>Attends</b> – is inquisitive and eager to explore intellectually; researches and scans the environment</li> <li>● <b>Identifies patterns</b> – identifies patterns and connections and goes to the key underlying issues</li> <li>● <b>Integrates</b> - integrates issues and factors into a conceptual framework</li> </ul>
<p><b>Intellectual curiosity</b>  <i>A desire for learning; interest in new information and research; seeks and takes learning opportunities; takes on board new information and learning</i></p>	<ul style="list-style-type: none"> <li>● <b>Desire for learning</b> - Shows interest and enthusiasm in learning; inclined to new information and taking on development</li> <li>● <b>Seeks out information and researches</b> – actively seeks out new information and researches to gain new knowledge</li> <li>● <b>Takes in new information</b> - absorbs and understands information; adds new information to existing knowledge</li> </ul>
<p><b>Analysis &amp; judgment</b>  <i>Relevant to day to day work and decision - making, seeks, sifts prioritises information; spotting and predicting critical issues; identifying themes; selects a course of action; considers consequences and downstream outcomes; uses logic and reason to evaluate success; commits to action and takes action</i></p>	<ul style="list-style-type: none"> <li>● <b>Seeks and identifies data</b> - researches, asks questions, identifies and fills gaps in information required to understand issues.</li> <li>● <b>Translates data to information</b> - organizes and prioritises data to form meaningful information; spots themes; can see underlying issues;</li> <li>● <b>Explores and weighs up different options</b> – identifies options and considers risks, opportunity, return, and strengths.</li> <li>● <b>Chooses a strategy</b> to go forward with – selects an option; commits to action and takes initiative to get going.</li> <li>● <b>Works to a plan</b> - Identifies the key tasks, timeline and milestones.</li> </ul>
<p><b>Collaboration</b>  <i>Working together with another party; working jointly toward an agreed goal</i></p>	<ul style="list-style-type: none"> <li>● <b>Is respectful and shows trust behaviours</b> – shows respect and uses communication skills to demonstrate; remains open in position; follows through; values and appreciates a diverse point of view.</li> <li>● <b>Shares and agrees a common goal</b> – agrees a common goal with other part</li> <li>● Communicates progress toward goal</li> </ul>
<p><b>Communication</b></p>	<ul style="list-style-type: none"> <li>● <b>Understands information and communication</b> – understands the message and</li> </ul>



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<p><i>Understands others; delivers a message in a manner that is well structured, organized and delivered; keeps attention of the audience; is as succinct as is appropriate; adheres to social mores and expectations of the medium and audience</i></p>	<p>information from others; Attends to messages from others; correctly interprets messages and responds appropriately.</p> <ul style="list-style-type: none"> <li>● <b>Structures, organizes and delivers the message</b> – is logical in message and how the message is delivered, uses basic and appropriate convention in building the communication</li> <li>● <b>Engages with the recipient of the communication</b> – delivers the message in a manner that keeps the attention of the recipient</li> <li>● <b>Positions the communication</b> - is as succinct as appropriate, anticipates and reads the audience;</li> <li>● <b>Checks</b> – checks in with the audience for tone, pace and content meaning</li> <li>● <b>Adheres to social mores and expectations</b> – reads and matches the tone, pace, content, expression that suits the context and medium</li> </ul>
<p><b>Plans ahead and organises</b> <i>Prioritises; works through a list of tasks and objectives; works backwards from a goal; identifies resources; establishes a timeline with deliverables; establishes standards and service levels; monitors and stays on track</i></p>	<ul style="list-style-type: none"> <li>● <b>Prioritizes</b> - works out what is most important and must be done in the first instance</li> <li>● <b>Writes a task list</b> - identifies the outcome or end goal; outlines what needs to be done in what order and documents a task list</li> <li>● <b>Identifies resources</b> – seeks and allocates resources as available; coordinates with other stakeholders</li> <li>● <b>Monitors and allocates time</b> – develops a schedule and timeline; monitors and prevents scheduling issues and lags in the schedule</li> </ul>
<p><b>Tenacity</b> <i>Retains focus and holds fast to the task; sticks to the agreed plan or business strategy; perseveres through challenges; persists;</i></p>	<ul style="list-style-type: none"> <li>● <b>Persists</b> - keeps working toward goals when obstacles come up; overcomes obstacles by shifting strategies and using a variety of approaches</li> <li>● <b>Redirects focus</b> - keeps and changes focus when a goal is no longer attainable; shift effort and energy as required.</li> </ul>