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| **Cluster** | Premier and Cabinet |
| **Agency** | Law Enforcement Conduct Commission |
| **Division/Team** | CEO/Prevention & Education |
| **Location** | Sydney CBD |
| **Grade** | Clerk 9/10 |
| **Kind of Employment** | Ongoing |
| **ANZSCO Code** | 224412 |
| **PCAT Code** | 3559192 |
| **Date of Approval** | February 2022 |

# Agency overview

The Law Enforcement Conduct Commission (LECC) is an independent body exercising royal commission powers to detect, investigate and expose serious misconduct within the NSW Police Force and the NSW Crime Commission.  The LECC also independently monitors and reviews the investigation of complaints by the NSW Police Force and the NSW Crime Commission about the conduct of their officers.  In doing so the LECC recognises the primary responsibility of those agencies to investigate and prevent officer misconduct and corruption within those agencies, while providing for oversight of those functions.

The LECC works collaboratively with the NSW Police Force and the NSW Crime Commission to educate and promote the prevention and elimination of officer misconduct, particularly through the identification of systemic issues that are likely to be conducive to the occurrence of officer misconduct and corruption.  The LECC also undertakes independent, real time monitoring of critical incident investigations undertaken by the NSW Police Force, and can make reports on the conduct of critical incident investigations by the NSW Police Force.

The LECC plays a key role in strengthening the integrity of law enforcement in NSW.

# Primary purpose of the role

The Senior Project Officer is responsible for the development, planning and finalisation of systemic focussed projects and investigations within the Prevention and Education team, including reviews of police powers that LECC may be required to conduct. The Senior Project Officer may work on projects independently or as part of a team, as needed. The work undertaken by the Senior Project Officer involves evaluation of data from internal and external sources, research and analysis that focuses on identifying, preventing and minimising serious misconduct and maladministration. The outcomes of the Senior Project Officer’s work are to support and improve the capacity of the NSW Police Force and NSW Crime Commission to detect and address and prevent serious misconduct and maladministration.

# Key accountabilities

* Manage the delivery of systemic projects and investigations in consultation with the Manager Prevention and Education, including determining project scope, undertaking research and analysis, and developing, monitoring and reporting recommendations and findings.
* Ensuring adherence to timeframe, budget and quality requirements that contribute to organisational objectives.
* Conduct research and analysis and develop advice on policing and complaint handling issues of a systemic or significant public interest to minimise and prevent serious misconduct and maladministration.
* Prepare a variety of written material including reports to agencies, public reports, submissions and correspondence.
* Develop and manage collaborative relationships with internal and external stakeholders to develop evidenced based results.
* Implement project management practices and information collection plans for complex research projects ensuring adherence to best practice principles.
* Collect, collate and evaluate information from a range of internal and external sources, summarise, describe and analyse detailed information and identify issues relevant to serious officer misconduct.
* Provide research and report writing support for investigations conducted by LECC and for audits relating to LECC functions.
* Prepare and deliver briefings and presentations to internal and external stakeholders to provide findings and recommendations to support effective decision making.
* Work collaboratively with other divisions within LECC to identify, research and respond to systemic issues in police complaint handling and serious misconduct.

# Key challenges

* Identifying patterns and trends relating to strategic issues from incomplete and/or large volumes of data.
* Preparing logically-reasoned, soundly supported and clearly articulated findings and recommendations and reports relating to complex and sensitive issues.
* Staying informed about the work of other divisions of the LECC to enable identification and development of projects for the Prevention and Education team.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager, Prevention and Education | Progress of day to day workAssessing projects, project direction and broad priorities |
| Senior Project Officers, Prevention and Education | Share project related informationProvide and receive advice and supportCoordinate work within the team |
| Project Officer, Prevention and Education | Share project related informationProvide and receive advice and supportCoordinate and oversight work |
| Other colleagues | Share project related informationProvide and receive advice and support |
| **External** |  |
| NSW Police | Project and research related purposesFollow up on recommendations made by the LECC |
| NSW Crime Commission | Project and research related purposesFollow up on recommendations made by the LECC |
| Other Like Agencies(ICAC, NSW Ombudsman’s Office) | Project and research related purposesShare and exchange information |

# Role dimensions

## Decision making

The Senior Project Officer has a high degree of independence, initiative and sound judgment in the preparation and delivery of analysis and recommendations to the LECC. Most decisions relating to routine issues are made autonomously following consultation with other relevant stakeholders whilst those decisions with the potential to be controversial or damaging to the LECCs reputation are referred to the Commissioners of the LECC with advice and recommendations.

The role refers to the Manager Prevention and Education in relation to decisions that require or result in significant change to outcomes or timeframes; those with the potential to escalate or create precedent; matters requiring a higher administrative or financial delegation or submission to a higher level of management.

## Reporting line

This position reports directly to the Manager Prevention and Education.

## Direct reports

Nil. The Senior Project Officer may work with a Project Officer on particular projects, involving some supervision within the project.

## Budget/Expenditure

Nil.

# Essential requirements

* Tertiary qualifications and/or experience in law or a research-related discipline or equivalent demonstrated research, analysis and problem solving skills.
* Knowledge of, or capacity to quickly attain knowledge of, and interpret relevant legislation.
* Demonstrated planning, information collection and research skills and proven experience in planning complex and substantial research and making recommendations impacting policy.
* A probity assessment to establish reliability, trustworthiness, integrity and suitability of employment. In addition, LECC officers are also required to obtain a commonwealth security clearance, with the Senior Project Officer requiring clearance at a NV1 classification.

# 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](file:///%5C%5CDNS-323%5CVolume_1%5CClients%5C2014%5CFolk%5CPSC%5Cv16_12March2014%5Cwww.psc.nsw.gov.au%5Ccapabilityframework)

## 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** |
|  | Display Resilience and Courage | Adept |
| **Act with Integrity** | **Advanced** |
| Manage Self | Adept |
| Value Diversity and Inclusion | Intermediate |
|  | **Communicate Effectively** | **Adept** |
| Commit to Customer Service | Adept |
| **Work Collaboratively** | **Adept** |
| Influence and Negotiate | Intermediate |
|  | Deliver Results | Intermediate |
| Plan and Prioritise | Adept |
| **Think and Solve Problems** | **Advanced** |
| **Demonstrate Accountability** | **Adept** |
|  | Finance | Intermediate |
| **Technology** | **Adept** |
| Procurement and Contract Management | Intermediate |
| Project Management | 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 | Advanced | 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 |
| **Relationships**CommunicateEffectively | Adept | 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 |
| **Relationships**Work Collaboratively | Adept | Encourage a culture that recognises the value of collaborationBuild cooperation and overcome barriers to information sharing and communication across teams and units Share lessons learned across teams and unitsIdentify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to workActively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services |
| **Results**Think and Solve Problems | Advanced | Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issuesWork through issues, weigh up alternatives and identify the most effective solutions in collaboration with othersTake account of the wider business context when considering options to resolve issuesExplore a range of possibilities and creative alternatives to contribute to system, process and business improvementsImplement systems and processes that are underpinned by high-quality research and analysisLook for opportunities to design innovative solutions to meet user needs and service demandsEvaluate the performance and effectiveness of services, policies and programs against clear criteria |
| **Results**Demonstrate Accountability | Adept | Assess work outcomes and identify and share learnings to inform future actionsEnsure that own actions and those of others are focused on achieving organisational outcomesExercise delegations responsibly Understand and apply high standards of financial probity with public monies and other resourcesIdentify and implement safe work practices, taking a systematic risk management approach to ensure own and others’ health and safetyConduct and report on quality control audits Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks |
| **Business Enablers**Technology | Adept | Identify opportunities to use a broad range of technologies to collaborateMonitor compliance with cyber security and the use of technology policiesIdentify ways to maximise the value of available technology to achieve business strategies and outcomesMonitor compliance with the organisation’s records, information and knowledge management requirements |