**Portfolio: Corporate Affairs**  
**Reporting to: Government Relations & Media Manager**

## Position Purpose

Coordinate the preparation of ministerial briefings, correspondence, reporting, parliamentary information and other ministerial submissions and advice. Assist across the Corporate Affairs portfolio on related issues, as needed and put safety first.

## Key Accountabilities

1. **Safety:** ensure all activities are undertaken with the safety of everyone as the number one priority and always role model safe behaviour.
2. **Values:** behave and make decisions in accordance with the WaterNSW Values at all times.
3. Ensure accurate and timely advice is provided to government for decision making; including preparation of information and advice, ministerial briefings, parliamentary material, and correspondence.
4. Manage Ministerial correspondence from receipt to final sign off, ensuring appropriate internal approvals are obtained and that matters are completed, where possible, within timeframes.
5. Administer the tracking system and prepare performance reports for Ministerial correspondence and briefings, identifying trends and improvement opportunities.
6. Undertake day to day interaction with the minister’s office and other Government agencies in relation to requests for information and briefings. Ensure effective internal and external relationships are developed and maintained to enable the timely preparation and coordination of appropriate advice.
7. Coordinate internal stakeholders to ensure information that is provided to the Minister’s office is accurate, timely and released in accordance with WaterNSW’s policy and procedure.
8. Frequent drafting, and editing and sending of correspondence, reports, briefing notes, messaging and other public affairs materials as required.
9. ​Assist across the government relations and media team, including support for media and other corporate communications activities.

## Key Challenges

* Operating in a complex policy environment with other natural resource agencies and utilities, information on complex issues in a timely manner.
* ​Ensure all materials are comprehensive, accurate, timely, consistent with previous material, government and WaterNSW policy and procedures/standards, and have the appropriate level of approval.
* ​Complex issues must be articulated in concise and astute responses, in simple, easily understood language.
* ​Ability to recognise potential issues and escalate in a timely manner.

## Significant Internal Relationships

|  |  |
| --- | --- |
| Stakeholder | Purpose of Relationship |
| All Business Units | Coordinate and collaborate with SMEs and Executives |

## Significant External Relationships

|  |  |
| --- | --- |
| Stakeholder | Purpose of Relationship |
| Ministerial Office | Provide timely, accurate advice |

## Delegations, Financial Accountabilities & Freedom to Act

* As defined in the WaterNSW Financial Delegations as varied from time to time.

## WaterNSW Leadership & Performance Competencies

|  |  |  |  |
| --- | --- | --- | --- |
| People | Level |  | |
| Communicating with Influence | B | * Tailors communication to suit the audience and uses a range of influencing techniques to build support * Supports messages with relevant examples, demonstrations and stories * Communicates issues clearly with different audiences * Handles challenging questions confidently and constructively |
| Customer | Level |  | |
| Collaboration & Engagement With Customers and Stakeholders | B | * Builds and maintains relationships with individuals from other work groups to accomplish shared goals * Adapts approach to meet the needs of a broad range of customers and stakeholders | |
| Partnering & Advice | B | * Builds and maintains relationships with individuals from other work groups to accomplish shared goals * Adapts approach to meet the needs of a broad range of customers and stakeholders * Engages in a productive dialogue with the customer to consultatively identify a solution * Provides credible advice for customers based on an understanding of the underlying issue * Knows when to draw on additional resources to provide appropriate support and advice for customers | |
| Business | Level |  | | |
| Analysis & Problem Solving | B | * Defines the extent and cause of the problem through observation and investigation * Knows when and how to source and use additional information to effectively diagnose the problem and determine suitable solutions. * Considers all possible solutions and seeks input from subject matter experts where appropriate * Takes necessary action to implement the identified solution | | |
| Continuous Improvement | B | * Analyses current processes and practices to identify opportunities for improvement * • Identifies patterns in data and information and implements improvements based on this analysis * • Has knowledge of and able to apply appropriate continuous improvement tools to achieve the best outcome * • Undertakes improvement projects within own team or business area to improve outcomes by utilising innovative thinking | | |

## Mandatory Candidate Requirements

**Qualifications:**

* Tertiary qualifications in Policy or Business or equivalent experience
* Current NSW Drivers Licence

**Knowledge:**

* Demonstrated ability to analyse issues, formulate coordinated responses and prepare clear, concise and accurate correspondence and briefing material.
* Understanding of Government and Cabinet processes
* Ethical and compliant approach to advocacy and lobbying activities.
* Strong communication skills, including written and verbal advocacy.

**Experience:**

* Extensive experience in providing advice and in managing correspondence and briefings for Government.
* Extensive experience in providing timely written advice of a high quality.
* Experience in dealing with the machinery of government and parliamentary processes.

## Favourable Candidate Requirements

* Knowledge and experience of the political and regulatory context, WaterNSW’s institutional arrangements and operating environment.
* Water or natural resource management policy

## Pre-Employment Checks Required

* Identification
* Qualifications
* Drivers Licence
* Pre-employment Medical
* Police Check