



Candidate Information Pack

Office of Energy and Climate Change
Director Circular Economy and Sustainability
June 2022

About the Office of Energy and Climate Change

The [Office of Energy and Climate Change](#) (OECC) was established in the Treasury Cluster in April 2022. OECC is led by Deputy Secretary of Energy, Climate Change and Sustainability (ECCS) Rachel Parry, and Energy Corporation of NSW ([EnergyCo](#)) Chief Executive James Hay, who each report to NSW Treasury Secretary, Dr Paul Grimes.

One of the central planks of NSW's economic policy agenda is ensuring the state leads the way on climate change and seizes the opportunities from the transformation to a new low-cost, clean energy economy. Establishing OECC within the Treasury Cluster enables the government to harness and leverage synergies and expertise across Treasury – and it opens up exciting new opportunities for Treasury to play a highly influential role in responding to the significant economic and environmental challenges.

More information on key priorities and programs:

- [Energy NSW](#)
- [Electricity Infrastructure Roadmap](#)
- [Net Zero Plan](#)
- [AdaptNSW](#)
- [Energy Saver](#)
- [GreenPower](#)
- [NSW 2040 Economic Blueprint](#)

Energy Climate Change and Sustainability (ECCS)

The ECCS directorate, led by Deputy Secretary Rachel Parry, has had a long history of partnering with Treasury to deliver the Government's strategic policy, programs and major initiatives on renewable energy and energy security, climate change and environmental sustainability. ECCS consists of the following three divisions:

- **Climate Change & Sustainability,**
- **Energy Division**
- **Strategy and Implementation.**

Climate Change and Sustainability Division (CCS)

Climate Change and Sustainability Division, led by Executive Director Kate Wilson, is working to achieve net zero emissions by 2050, building resilience to climate change, creating new jobs and cutting household costs, attracting investment and transitioning to a circular economy. (See strategy document below). We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seek to embed Aboriginal cultural awareness and knowledge throughout the department. We are committed to the Sustainable Development Goals - promoting prosperity while protecting the planet.

CCS comprises 7 branches, each led by a Director:

- ***NZIIP Emissions Intensity Reduction:*** supports the decarbonisation of high emitting industry and industrial precincts
- ***NZIIP Low Carbon Industries:*** supports the sustained growth of clean technologies and new industries producing low emissions materials
- ***Climate Adaptation and Opportunity:*** prepares government, primary industries and community to manage climate associated risks and develop new opportunities
- ***Circular Economy & Sustainability:*** transforms government and industry to a sustainable, net zero future
- ***Transport & Energy Demand Reduction:*** delivers Net Zero Transport and Energy Demand Reduction programs
- ***NABERS and Building Sustainability:*** delivers NABERS to reduce resource use across the building sector, with focus on net zero emissions
- ***Climate Change & Sustainability Policy:*** provides strategic policy advice to the Minister and NZECEB and deliver cross sector transformative initiatives

Key initiatives:

- CCS leads the implementation of NSW [Net Zero Plan](#), as well as climate change adaptation, circular economy and sustainability initiatives.
- [Net Zero Emissions and Clean Economy Board](#)
- Clean technology commercialisation grants program: <https://www.energysaver.nsw.gov.au/reducing-emissions-nsw/net-zero-industry-and-innovation/clean-technology-innovation/clean-technology-commercialisation-grants>

Energy Division

The Energy Division, led by Executive Director Andrew Lewis, focuses on providing reliable, affordable, safe, and secure energy to households and businesses of NSW. The Division is comprised of the following branches:

- Energy Operations (including energy and utilities emergency management),
- Energy Program Delivery
- Energy Consumer and Competition Policy,
- National Energy Markets, Energy Programs,
- Clean Energy and Hydrogen
- Energy Social Programs.

Some of the key activities and priorities of Energy Division include:

- Influencing national energy policies and reforms with a key focus on resource adequacy, aging thermal generator exit measures, and transmission and access reforms under the Post-2025 National Energy Market reforms
- Progressing work on nationally significant transmission projects - HumeLink and the Victoria NSW Interconnector - West (VNI West) - in collaboration with the Australian and Victorian governments
- Supporting the Minister's public safety and energy security functions, including energy emergency management responsibilities, under relevant NSW legislation
- Being the NSW regulator for gas networks and licensed pipelines
- Delivering Climate Change Fund Energy Programs and over \$300 million annually in energy social programs to support households experiencing difficulty paying their electricity bill and staying connected to an essential service
- Reforming NSW energy rebates programs to address equity of access to clean energy benefits for low-income households
- Developing and implementing the NSW Hydrogen Strategy, which will provide \$3 billion of incentives to support development of the hydrogen industry in NSW including grant programs to develop hydrogen hubs in the Hunter and Illawarra (more information available on <https://www.energy.nsw.gov.au/renewables/renewable-generation/hydrogen>)

Strategy and Implementation Division (S&I)

Strategy & Implementation, led by Executive Director Alison Pepper, has played a central role in developing and driving the implementation of the [NSW Electricity Infrastructure Roadmap](#) over the past two years.

In addition to its policy and governance functions, the division has an Energy Data & Analytics branch, which is a centre of expertise and excellence for data evaluation, modelling, analytics and stewardship. The division also supports the [Renewable Energy Sector Board](#) and the independent [Electricity Infrastructure Jobs Advocate](#) and the delivery of NSW Government's key energy and climate strategic initiatives, including the [NSW MoU with the Commonwealth](#).

S&I comprises 4 branches:

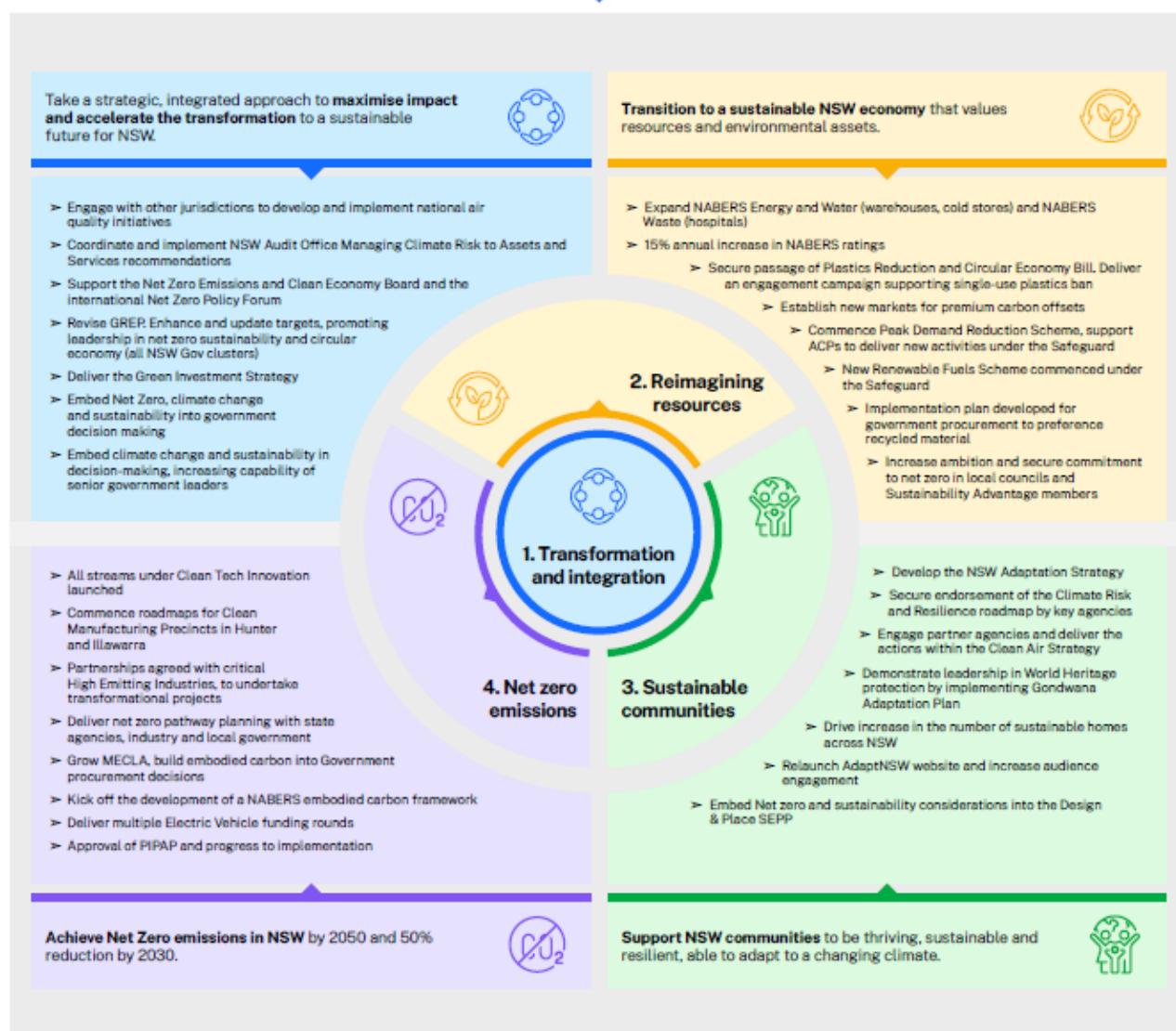
- Energy Data & Analytics
- Governance & Board
- Strategic Energy Projects
- Legal Services

Climate Change and Sustainability Strategy



Climate Change and Sustainability division works to achieve net zero emissions by 2050, building resilience to climate change, creating new jobs, cutting household costs, attracting investment and transitioning to a circular economy.

Our strategic themes and actions



Our foundation

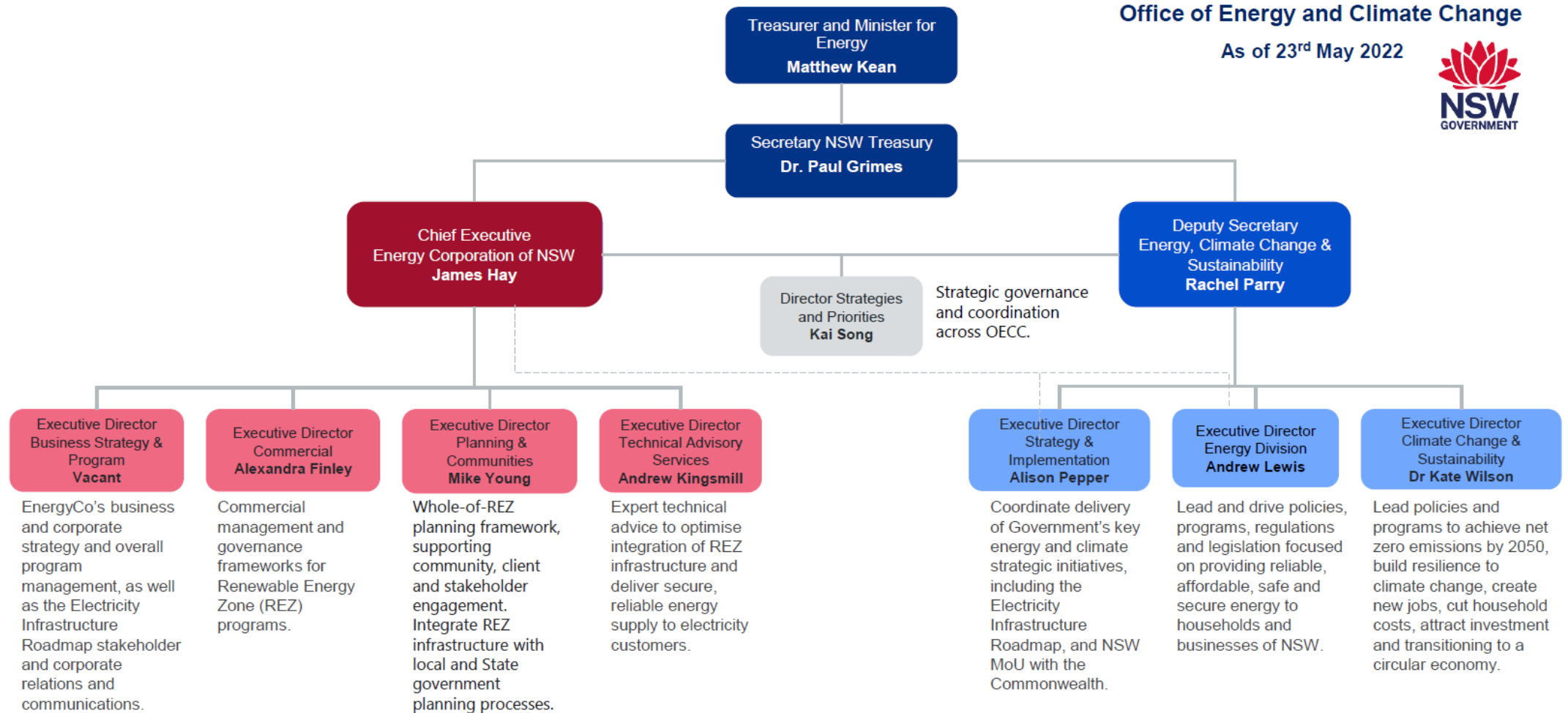
ECCS mission: Accelerate NSW's transformation to a sustainable future

The Energy, Climate Change and Sustainability Directorate Strategy

Design > Deliver > Partner > Empower > Organise

Office of Energy and Climate Change

As of 23rd May 2022



Position Description

Cluster	Treasury
Agency	Office of Energy and Climate Change
Division	Climate Change and Sustainability
Location	Sydney
Classification/Grade/Band	Band 1
Senior Executive Work Level Standards	Work Contribution Stream: Professional/Technical/Specialist
Role Number	TBA
ANZSCO Code	139999
PCAT Code	2119192
Date of Approval	April 2022
Agency Website	

Agency overview

The Office of Energy and Climate Change OECC within the Treasury Cluster focusses on some of the most significant issues facing our state, energy reliability, climate change and emissions reduction. The policies, strategies and programs led by OECC are a key pillar of NSW economic policy that will bring enduring benefits to our economy, the environment, and the people of NSW. Our mission is to accelerate NSW's transformation to a sustainable future.

Climate Change and Sustainability Division is working to achieve net zero emissions by 2050, building resilience to climate change, creating new jobs, and cutting household costs, attracting investment and transitioning to a circular economy.

We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seek to embed Aboriginal cultural awareness and knowledge throughout the department.

We are committed to the Sustainable Development Goals - promoting prosperity while protecting the planet.

Primary purpose of the role

The Director Circular Economy and Sustainability directs the development and delivery of strategic advice and programs to accelerate NSW's transformation towards a sustainable future. The role leads programs to drive the acceleration and uptake of sustainability, net zero and circular economy practices and innovation across government, business, and industry sectors

Key accountabilities

- Direct all aspects of program development and implementation across a portfolio of work to increase adoption of circular economy, net zero and sustainability initiatives across government, business and industry, including preparation of operational strategies, business plans, funding bids, project plans and establishment of appropriate governance
- Provide senior executives and Ministers advice, briefing notes, reports and other documents and correspondence to facilitate decision-making.

- Establish governance, project management and program performance evaluation frameworks to underpin effective program implementation within agreed timelines and budget, and to ensure expectations are clear and that delivery strategies minimise risks and support the strategic objectives of the organization.
- Seek, build and maintain senior executive level stakeholder relationships across government and industry, through effective communication, negotiation and issues management to ensure stakeholders are engaged and program deliverables are met.
- Lead a team of professionals involved in program strategy, design and delivery, guide and encourage staff to improve productivity, encourage innovation and develop teamwork, foster ownership of agreed team purpose and approach and ensure staff have quality professional development opportunities.
- Oversee the efficient and effective management of the Branch's financial and physical resources ensuring compliance with relevant public sector policies, practices and statutory requirements.
- Represent the Department in high profile state, national and international forums on circular economy and sustainability to promote collaboration, resolve issues and accurately and positively promote the Government's position and assistance measures to support the NSW economy's transition to Net Zero.

Key challenges

- Managing diverse, complex, and sensitive operational and environmental issues requiring the exercise of sound judgement, discretion and confidentiality when liaising with industry, community and government representatives, modelling good governance, transparency and accountability in decision making
- Delivering strategies and programs in an area with complex and sometimes inherent conflicting stakeholder priorities and agendas
- Managing and delivering cultural and organisational change in the face of continuous evolution in priorities, resource availability and organisational structure

Key relationships

Who	Why
Ministerial	
Ministers and Ministers offices	<ul style="list-style-type: none"> • Support the executive in consultations with the relevant Ministers, providing accurate information and interpretation of issues relevant to the delivery of key policy initiatives and timely responses to sensitive or contentious issues • Collaborate and maintain open relationships to expedite responses and information transfer.
Internal	
Executive	<ul style="list-style-type: none"> • Provide expert advice and contribute to decision making, including providing data and modelling trends to influence strategic decisions • Escalate sensitive issues and provide solutions • Report on progress towards business objectives and discuss future directions

Who	Why
	<ul style="list-style-type: none"> • Ensure that executives are fully informed of emerging issues and initiatives
Direct reports	<ul style="list-style-type: none"> • Inspire and motivate, provide direction and manage performance • Provide expert program implementation advice to impact decisions, support initiatives, identify implementation risks or barriers and incorporate feedback into the program development process
Net Zero Emissions and Clean Economy Board:	<ul style="list-style-type: none"> • Present specific program updates, advice and recommendations for endorsement • Report on progress towards business objectives and discuss future directions
External	
NSW and other Government Agencies including EPA	<ul style="list-style-type: none"> • Establish effective high-level networks with Executive Directors/Directors of other NSW clusters and agencies, and with similar roles across other jurisdictions to monitor industry trends and collaborate on current and emerging issues • Optimise engagement, consultation and negotiation and facilitation of policy and program alignment
Other Stakeholders	<ul style="list-style-type: none"> • Foster effective and proactive relationships with the sustainability and circular economy stakeholder community, and NSW businesses for whom program implementation impacts are most critical • Optimise engagement, consultation and negotiation with key stakeholders including professional organisations, academic institutions, peak industry or community bodies and NGOs to inform plans, strategies and policy and program implementation, evaluation and response.

Role dimensions

Decision making

The Director

- negotiates and resolves complex and contentious problems which may require a multi-faceted approach and consultation with the Executive Director.
- is accountable for the management of team operations and planning to achieve the overall agreed work program commitments
- has considerable autonomy and independence to determine day to day work priorities, deploy resources, allocate duties and act within delegations
- negotiates matters related to area of responsibility, and makes decisions in relation to the quality of work performed and methods and approaches for how to achieve business outcomes
- is fully accountable for the content, accuracy, validity and integrity of advice provided
- makes decisions and acts within Government sector core values, strategic plans and priorities, legislative and regulatory frameworks, delegations, and agency policy and procedural frameworks and guidelines
- is accountable and responsible for the effective management and use of human, financial and other resources within set budget and resource parameters

Reporting line

The Director Circular Economy and Sustainability reports to the Executive Director, Climate Change and Sustainability.

Direct reports

Leads a project team(s) comprising a mix of team leaders, Principal Policy/Project Officers, Senior Policy/Project Officers and Policy/Project Officers.

Direct reports to this role: 8 FTE

Budget/Expenditure

Estimated annual budget Approximately \$7million per annum

Key knowledge and experience

- Experience in developing and implementing strategic and operational plans, and business and resource management including budget and financial skills with a demonstrated record of outcomes.

Essential requirements

- Tertiary qualification in a relevant discipline or relevant equivalent experience in environmental program implementation for customers and communities.

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.


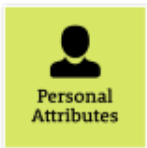

The capabilities are separated into focus capabilities and complementary capabilities




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.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> Model the highest standards of ethical and professional behaviour and reinforce their use Represent the organisation in an honest, ethical and professional way and set an example for others to follow Promote a culture of integrity and professionalism within the organisation and in dealings external to government Monitor ethical practices, standards and systems and reinforce their use Act promptly on reported breaches of legislation, policies and guidelines 	Advanced
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> Act as a professional role model for colleagues, set high personal goals and take pride in their achievement Actively seek, reflect and act on feedback on own performance Translate negative feedback into an opportunity to improve Take the initiative and act in a decisive way Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation 	Advanced
	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> Present with credibility, engage diverse audiences and test levels of understanding Translate technical and complex information clearly and concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Contribute to and promote information sharing across the organisation Manage complex communications that involve understanding and responding to multiple and divergent viewpoints Explore creative ways to engage diverse audiences and communicate information Adjust style and approach to optimise outcomes Write fluently and persuasively in plain English and in a range of styles and formats 	Advanced

Capability group/sets	Capability name	Behavioural indicators	Level
	Work Collaboratively Collaborate with others and value their contribution	<ul style="list-style-type: none"> Establish a culture and supporting systems that facilitate information sharing, communication and learning across the sector Publicly celebrate the successful outcomes of collaboration Seek out and facilitate opportunities to engage and collaborate with stakeholders to develop solutions across the organisation, government and other jurisdictions Identify and overcome barriers to collaboration with internal and external stakeholders 	Highly Advanced
	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> Seek and apply the expertise of key individuals to achieve organisational outcomes Drive a culture of achievement and acknowledge input from others Determine how outcomes will be measured and guide others on evaluation methods Investigate and create opportunities to enhance the achievement of organisational objectives Make sure others understand that on-time and on-budget results are required and how overall success is defined Control business unit output to ensure government outcomes are achieved within budgets Progress organisational priorities and ensure that resources are acquired and used effectively 	Advanced
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> Establish and promote a culture that encourages innovation and initiative and emphasises the value of continuous improvement Engage in high-level critical analysis of a wide range of complex information and formulate effective responses to critical policy issues Identify and evaluate organisation-wide implications when considering proposed solutions to issues Apply lateral thinking and develop innovative solutions that have a long-lasting, organisation-wide impact Ensure effective governance systems are in place to guarantee quality analysis, research and reform 	Highly Advanced











Capability group/sets	Capability name	Behavioural indicators	Level
	Finance Understand and apply financial processes to achieve value for money and minimise financial risk	<ul style="list-style-type: none"> • Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management • Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound • Assess relative cost benefits of various purchasing options • Promote the role of sound financial management and its impact on organisational effectiveness • Obtain specialist financial advice when reviewing and evaluating finance systems and processes • Respond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner 	Advanced
	 Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> • Prepare and review project scope and business cases for projects with multiple interdependencies • Access key subject-matter experts' knowledge to inform project plans and directions • Design and implement effective stakeholder engagement and communications strategies for all project stages • Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning • Develop effective strategies to remedy variances from project plans and minimise impact • Manage transitions between project stages and ensure that changes are consistent with organisational goals • Participate in governance processes such as project steering groups 	Advanced
	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> • Refine roles and responsibilities over time to achieve better business outcomes • Recognise talent, develop team capability and undertake succession planning • Coach and mentor staff and encourage professional development and continuous learning • Prioritise addressing and resolving team and individual performance issues and ensure that this approach is cascaded throughout the organisation • Implement performance development frameworks to align workforce capability with the organisation's current and future priorities and objectives 	Advanced

Capability group/sets	Capability name	Behavioural indicators	Level
	Manage Reform and Change Support, promote and champion change, and assist others to engage with change	<ul style="list-style-type: none"> Clarify the purpose and benefits of continuous improvement for staff and provide coaching and leadership in times of uncertainty Assist others to address emerging challenges and risks and generate support for change initiatives Translate change initiatives into practical strategies and explain these to staff, and their role in implementing them Implement structured change management processes to identify and develop responses to cultural barriers 	Advanced

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying 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
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Advanced
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Advanced
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Advanced
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Advanced
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Adept
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Adept

The Application and Selection Process

COVID-19

In this dynamic and challenging environment, Derwent and the Office of Energy and Climate Change are responding to changes to ensure the safety and equity for all applicants and stakeholders. Interviews will be held in accordance with NSW Health guidelines and may be appropriately conducted in person or by video conference. We are happy to discuss these in greater detail with potential candidates and ensure that we are protecting the health and safety of everyone we work with.

Candidate Care

We are committed to ensuring that potential applicants and candidates are treated respectfully and fairly. Derwent consultants are available to field inquiries and ensure that applicants are informed about developments as they become available. Candidates who are shortlisted and complete assessments including interviews will be offered a feedback session to discuss their experience and the assessment results.

Applications

Closing date: 10th July 2022

Applications:

All applications are to be received by Derwent. To apply, please go to www.derwentsearch.com.au and search the role title. Your application should include a resume and a cover letter highlighting your suitability.

Candidates may apply for more than one role currently advertised with the OECC and we request a specific cover letter for each role.

Enquiries:

Contact Derwent by email publicsector@derwentsearch.com.au <mailto:NBC@derwentsearch.com.au> and we will reply with information and arrange a convenient time to speak as required. Derwent will maintain confidentiality with respect to contact by potential applicants.

Selection process

Derwent will conduct a review of applications for the Office of Energy and Climate Change to consider and select a short list to be invited to attend an interview with the selection panel.

The panel interview will be a capability-based interview for up to 1 hour, designed to reflect the selection criteria for the position. Candidates may also be required to complete additional assessments such as presentations, personality profiles and cognitive assessments.

Reference Checks

For candidates in final consideration, at least two referees will be contacted with permission before an offer is made. Any written references provided will also be checked and additional referees may be sought to further understand a candidate's merits for the role.

Pre-employment verification and background checks

Before an offer of employment is made the following checks will be undertaken:

- Criminal History Check
- Qualification Check
- Professional Membership Check
- Financial Regulatory Check
- Bankruptcy Check.

Thank you for your interest in the Office of Energy and Climate Change.