

Executive sector role descriptions

Executive role descriptions for agency heads, policy, professional/technical, regulatory/compliance and service/operational delivery functions.

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Executive role descriptions

The senior executive sector role descriptions below were developed in consultation with the sector.

Each role description is based on the [Senior Executive Work Level Standards](#) and is in line with the Role Description Development Guide.

Each specifies the capability levels required for the role, which have been identified from the [NSW Public Sector Capability Framework](#) Version 2:2020.

These sector role descriptions can be used across a range of workforce management activities, including recruitment, performance management, learning and development and career planning.

Please refer to the [Sector Role Description Guide](#) and the [sector role descriptions frequently asked questions](#) for further information on how to use and adapt them to meet agency needs.

The role descriptions will also need to undergo role evaluation using an accredited role evaluation methodology, to determine the role's work value and placement within the band and its remuneration range.

Agency head

Role descriptions for roles which assume stewardship, leadership and direction of, and accountability for effective operation of an agency, authority or enterprise of government.

[PSSE Band 3 - Chief Executive \(DOCX 78.2KB\)](#)

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[PSSE Band 2 - Deputy Chief Executive \(DOCX 77.6KB\)](#)

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Policy

Role descriptions for roles which focus primarily on consultation, research and analysis of trends and issues, formulation of appropriate public policy response, and the articulation and implementation of government's policy positions.

[PSSE Band 3 - Deputy Secretary Policy \(DOCX 78.4KB\)](#)

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[PSSE Band 2 - Executive Director Policy \(DOCX 77.7KB\)](#)

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[PSSE Band 1 - Director Policy \(DOCX 77.6KB\)](#)

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[PSSE Band 1 - Director Programs \(DOCX 77.2KB\)](#)

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Professional/technical

Role descriptions for roles which focus primarily on the application of a particular body of specialised knowledge essential to the effective delivery of the government's role, or on the provision of technical, specialist, professional or strategic advice which informs strategies, plans, decisions and outcomes.

[PSSE Band 3 - Deputy Secretary Corporate \(DOCX 78.6KB\)](#)

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[PSSE Band 2 - Chief Procurement Officer \(DOCX 95.7KB\)](#)

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<u>PSSE Band 2 - Executive Director Legal Services (DOCX 78.6KB)</u>	→
<u>PSSE Band 2 - Executive Director Stakeholder Engagement (DOCX 59KB)</u>	→
<u>PSSE Band 2 - Executive Director Governance (DOCX 60.7KB)</u>	→
<u>PSSE Band 1 - Director Procurement (DOCX 97.1KB)</u>	→
<u>PSSE Band 1 - Director Category Management (DOCX 97.1KB)</u>	→
<u>PSSE Band 1 - Director Corporate Communications (DOCX 58.4KB)</u>	→
<u>PSSE Band 1 - Director Legal Services (DOCX 60.2KB)</u>	→
<u>PSSE Band 1 - Director Office of Secretary (DOCX 60KB)</u>	→
<u>PSSE Band 1 - Director Work Health & Safety (DOCX 60.6KB)</u>	→
<u>PSSE Band 1 - Director Governance (DOCX 60.6KB)</u>	→
<u>PSSE Band 1 - Director Security (DOCX 60.7KB)</u>	→
<u>PSSE Band 1 - Director Executive Support (DOCX 60.1KB)</u>	→
<u>PSSE Band 1 - Director Project Management Office (DOCX 58.4KB)</u>	→
<u>PSSE Band 1 - Director Public Affairs (DOCX 60KB)</u>	→
<u>PSSE Band 1 - Director Research (DOCX 60KB)</u>	→
<u>PSSE Band 1 - Director Science (DOCX 60.6KB)</u>	→
<u>PSSE Band 1 - Director Risk Management (DOCX 60.4KB)</u>	→

Regulatory/compliance

Role descriptions for roles which focus primarily on the development, implementation and enforcement of programs and activities which optimise compliance with the State's legislative and regulatory framework.

[PSSE Band 3 - Deputy Secretary Regulatory \(DOCX 60.1KB\)](#)

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[PSSE Band 1 - Director Compliance \(DOCX 60.3KB\)](#)

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[PSSE Band 1 - Director Investigations \(DOCX 59.8KB\)](#)

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Service/operational delivery

Role descriptions for roles which focus primarily on ensuring that outcomes are delivered efficiently and effectively, and that the use of government's resources is optimised.

[PSSE Band 3 - Deputy Secretary Operations \(DOCX 59.7KB\)](#)

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[PSSE Band 2 - Executive Director Service Delivery \(DOCX 60.6KB\)](#)

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[PSSE Band 2 - Chief Operating Officer \(Agency\) \(DOCX 60.8KB\)](#)

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[PSSE Band 2 - Executive Director Operations \(DOCX 60.3KB\)](#)

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[PSSE Band 1 - Director Strategic Planning \(DOCX 58.7KB\)](#)

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[PSSE Band 1 - Director Customer Experience \(DOCX 60KB\)](#)

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[PSSE Band 1 - Director Operations \(DOCX 60.2KB\)](#)

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[PSSE Band 1 - Director Stakeholder Engagement \(DOCX 60.6KB\)](#)

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[PSSE Band 1 - Director Asset Management \(DOCX 60KB\)](#)

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