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| --- | --- |
| **Cluster** | Department of Premier and Cabinet |
| **Department/Agency** | Department of Premier and Cabinet |
| **Division/Branch/Unit** | Commercial and Economic Group / Economics Branch /Economics and Regional Development |
| **Location** | Orange NSW |
| **Classification/Grade/Band** | Clerk Grade 7/8 |
| **Kind of Employment** | Ongoing |
| **ANZSCO Code** | 224311 |
| **Role Number** | 45676 |
| **PCAT Code** | 22119192 |
| **Date of Approval** | November 2018 |
| **Agency Website** | www.dpc.nsw.gov.au |

# Agency Overview

The NSW Department of Premier and Cabinet (DPC) is the lead central agency in the NSW Government. Our mission is to enhance the lives of the people of NSW by driving priorities, brokering outcomes and delivering programs and services.

We support the Premier and Deputy Premier, the Cabinet, Ministers and agencies by coordinating policies and services across government. We lead policy development, provide innovative ideas and support Government plans and projects.

Working with us will give you a broad overview in areas such as public policy formulation, public administration and state administrative matters and an opportunity to be involved in a range of state-wide policies, issues and projects.

For more information go to <http://www.dpc.nsw.gov.au/about/about_the_department>.

# Primary purpose of the role

The Analyst, Centre for Economic and Regional Development (CERD)role is responsible for conducting economic assessment and related research to support the Department’s decision-making processes, including cost benefit analysis and impact analysis utilising Computable General Equilibrium (CGE) and input-output models.

# Key accountabilities

* Undertake applied economic assessments and research by applying methodologies and parameters that are rigorous and credible, and recommend solutions to resolve problems and mitigate risks.
* Contribute to lessons learnt and professional knowledge within the unit with regard to suitable methodologies and associated parameter values, and the analysis of specific assessments and projects.
* Identify opportunities for the application of economic assessments across the Department’s core responsibilities.
* Contribute to collaborative industry initiatives and projects to advance the Department’s mission.
* Produce accurate and timely briefings and reports to inform and senior management and Departmental strategies.
* Undertake quantitative or qualitative research as directed on a wide range of industry and economic issues to promote insights arising from this work to other internal or external stakeholders.

# Key challenges

* Negotiating, designing, and undertaking robust economic assessments, often given limited technical resources and information bases.
* Developing sound relationships and partnerships with Departmental officers, other state government agencies and the Commonwealth with respect to economic assessments and associated decisions.
* Identifying research opportunities to improve the rigor of economic research in an environment of changing government roles and community expectations.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Provide updates and report on the status of projects. |
| Work Team | * Actively promote information sharing and learning * Support collaboration, ensure key tasks are completed |
| **External** |  |
| ABS, professional bodies, statistical and economic data sources. | * Identify and evaluate new research and analysis methods and sources of data * Exchange information, research and analysis and learnings |

# Role dimensions

## Decision making

* Manages own work load and sets priorities as defined by project scope
* Determines potential assessment, research and analysis method(s) and sources of data used to conduct these.
* Decisions which are referred to a supervisor include any changes to project outcomes or timeframes, issues 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

The role reports to the Associate Director, CERD.

# Essential requirements

Tertiary qualifications in economics, commerce or related disciplines or equivalent knowledge.

Experience in contemporary microeconomic and macroeconomic theory, policy development and benefit-cost analysis

# 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:///\\VFILERDPC\DPC-Home\BristowD\Documents\Templates\www.psc.nsw.gov.au\capabilityframework)

## 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 | Intermediate |
| **Act with Integrity** | **Intermediate** |
| **Manage Self** | **Adept** |
| Value Diversity | Foundational |
|  | **Communicate Effectively** | **Adept** |
| Commit to Customer Service | Intermediate |
| Work Collaboratively | Intermediate |
| Influence and Negotiate | Intermediate |
|  | Deliver Results | Intermediate |
| **Plan and Prioritise** | **Intermediate** |
| **Think and Solve Problems** | **Intermediate** |
| Demonstrate Accountability | Intermediate |
|  | Finance | Intermediate |
| **Technology** | **Adept** |
| Procurement and Contract Management | Foundational |
| **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 | Intermediate | Represent the organisation in an honest, ethical and professional way  Support a culture of integrity and professionalism  Understand and follow legislation, rules, policies, guidelines and codes of conduct  Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct  Recognise and report misconduct, illegal or inappropriate behaviour  Report and manage apparent conflicts of interest |
| **Personal Attributes**  Manage Self | Adept | Look for and take advantage of opportunities to learn new skills and develop strengths  Show commitment to achieving challenging goals  Examine and reflect on own performance  Seek and respond positively to constructive feedback and guidance  Demonstrate a high level of personal motivation |
| **Relationships**  Communicate Effectively | Adept | Tailor communication to the audience  Clearly explain complex concepts and arguments to individuals and groups  Monitor own and others' non-verbal cues and adapt where necessary  Create opportunities for others to be heard  Actively listen to others and clarify own understanding  Write fluently in a range of styles and formats |
| **Results**  Plan and Prioritise | Intermediate | Understand the team/unit objectives and align operational activities accordingly  Initiate, and develop team goals and plans and use feedback to inform future planning  Respond proactively to changing circumstances and adjust plans and schedules when necessary  Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals  Accommodate and respond with initiative to changing priorities and operating environments |
| **Results**  Think and Solve Problems | Intermediate | Research and analyse information and make recommendations based on relevant evidence  Identify issues that may hinder completion of tasks and find appropriate solutions  Be willing to seek out input from others and share own ideas to achieve best outcomes  Identify ways to improve systems or processes which are used by the team/unit |
| **Technology**  Adept | Adept | Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks  Identify opportunities to use a broad range of communications technologies to deliver effective messages  Understand, act on and monitor compliance with information and communications security and use policies  Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business  Support compliance with the records, information and knowledge management requirements of the organisation |
| **Technology**  Project Management | Adept | Prepare clear project proposals and define scope and goals in measurable terms  Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements  Prepare accurate estimates of costs and resources required for more complex projects  Communicate the project strategy and its expected benefits to others  Monitor the completion of project milestones against goals and initiate amendments where necessary  Evaluate progress and identify improvements to inform future projects |