

# Role Description

## Resource Allocation Model Analyst

Agency	Department of Education
Division/Branch/Unit	School Operations and Performance Division / Leadership and High Performance / Local Schools, Local Decisions
Location	Oxford Street, Darlinghurst
Classification/Grade/Band	Clerk Grade 5/6
Kind of Employment	Temporary
Role Number	192964
ANZSCO Code	224412
PCAT Code	1117173
Date of Approval	29 August 2017
Agency Website	<a href="http://www.dec.nsw.gov.au/">http://www.dec.nsw.gov.au/</a>

### Department of Education

The NSW Department of Education serves the community by leading the provision of world-class education. The department protects young children by regulating preschool and long day care providers. Once children move into school, we provide them with a world-class primary and secondary education. We also work to advance the wellbeing of Aboriginal people.

### School Operations and Performance Division

School Operations and Performance Division leads and directs the operations of more than 2,200 NSW public schools to maximise the academic achievements of all students and create a culture of success, learning and a desire to achieve, underpinned by innovative, adaptive and supportive strategies that also supports the quality of teaching and educational leadership at the school level. The division is responsible for managing policy, strategies and operations that support principals, teachers and students in preschools, infants, primary, secondary, central and community schools, specialist and comprehensive schools, specific purpose schools, intensive English and environmental education centres. The overarching goal of School Operations and Performance Division is to achieve the best possible outcomes for the students in our public schools from preschool to year 12.

### Primary purpose of the role

The purpose of the role is to work as part of a team to provide high level statistical advice and modelling of school resourcing and related data.

### Key accountabilities

- Interrogating the data maintained in the department's school resourcing systems and providing advice in conjunction with broader economic data.
- Collaborating in the development of statistical models and costings based on data maintained in the department's school resourcing systems.
- Analysing data derived from the department's school resourcing systems.
- Providing advice to senior officers and other key stakeholders on the further development of data systems and related business processes.
- Preparing and analysing school resourcing related data in a timely fashion to support delivery of the School Budget Allocation (SBA).

- Liaising with departmental officers regarding provision of data and systems issues to ensure departmental priorities and targets are being met.
- Researching and preparing information for correspondence accurately and on time.

### Key challenges

- Maintain effective communication with all parties involved in implementation processes
- Dealing with complex, sensitive issues in a highly scrutinised environment as part of the Local Schools, Local Decisions (LSLD) reform which represents a significant shift in organisational and cultural practice
- Responding to competing demands within, and external to, the department so that schools receive the appropriate advice and resources to make the best decisions to support the achievement of quality outcomes for students in NSW public schools.

### Key relationships

Who	Why
<b>Internal</b>	
Resource Allocation Model (RAM) Team	<ul style="list-style-type: none"> <li>- Work as part of a collaborative team to develop and implement the School Budget Allocation (SBA)</li> <li>- Develop statistical models to support the implementation of the RAM</li> </ul>
Key Stakeholders	<ul style="list-style-type: none"> <li>- Develop an understanding of the RAM and its components</li> </ul>
<b>External</b>	
External Stakeholders	<ul style="list-style-type: none"> <li>- Provide advice on the development of components of the RAM</li> </ul>

### Role dimensions

#### Decision making

As necessary, the role consults with the Resource Allocation Model Project Officer, Human Resources to agree on suitable courses of action in matters that are critical to the development of components of the RAM and on reporting to key stakeholder groups.

The role works as part of a collaborative team and uses initiative as part of a collaborative decision making process. The role uses initiative in making decisions on how to resolve technical analytic problems and issues.

#### Reporting line

The role reports to the Resource Allocation Model Project Officer, Human Resources.

#### Direct reports

The role has no direct reports.

#### Budget/Expenditure

The role has no financial delegation or budget responsibilities.

## Essential requirements





Nil

## 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](http://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 (refer to Capability Framework)
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Foundational
	Manage Self	<b>Intermediate</b>
	Value Diversity	Foundational
 Relationships	Communicate Effectively	<b>Intermediate</b>
	Commit to Customer Service	Intermediate
	Work Collaboratively	<b>Adept</b>
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Foundational
	Think and Solve Problems	<b>Adept</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	<b>Intermediate</b>
	Procurement and Contract Management	Foundational
	Project Management	Foundational

## 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
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>Adapt existing skills to new situations</li> <li>Show commitment to achieving work goals</li> <li>Show awareness of own strengths and areas for growth and develop and apply new skills</li> <li>Seek feedback from colleagues and stakeholders</li> <li>Maintain own motivation when tasks become difficult</li> </ul>
<b>Relationships</b> Communicate Effectively	Intermediate	<ul style="list-style-type: none"> <li>Focus on key points and speak in 'Plain English'</li> <li>Clearly explain and present ideas and arguments</li> <li>Listen to others when they are speaking and ask appropriate, respectful questions</li> <li>Monitor own and others' non-verbal cues and adapt where necessary</li> <li>Prepare written material that is well structured and easy to follow by the intended audience</li> <li>Communicate routine technical information clearly</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>Encourage a culture of recognising the value of collaboration</li> <li>Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>Share lessons learned across teams/units</li> <li>Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options</li> <li>Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Business Enablers</b> Technology	Intermediate	<ul style="list-style-type: none"> <li>Apply computer applications that enable performance of more complex tasks</li> <li>Apply practical skills in the use of relevant technology</li> <li>Make effective use of records, information and knowledge management functions and systems</li> <li>Understand and comply with information and communications security and acceptable use policies</li> <li>Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies</li> </ul>