

Role Description

Senior Economic & Policy Analyst



Education

Role Description Fields	Details
Cluster	Education
Department/Agency	NSW Department of Education
Division/Branch/Unit	Early Childhood Outcomes / System Stewardship / Fund Operations
Role number	271748, 271754
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	224311
PCAT Code	3339192
Date of Approval	May 2024
Agency Website	education.nsw.gov.au

Agency overview

At the NSW Department of Education, we educate and inspire lifelong learners – from early childhood, through schooling to vocational education and training.

We ensure young children get the best start in life by supporting and regulating the early childhood education and care sector. We unlock excellence and unleash the potential of two-thirds of school children in NSW. We're proudly public and the largest education system in Australia. We nurture opportunities for every learner to develop the skills needed for their chosen career path, helping shape the industries of tomorrow.

We respect and value Aboriginal and Torres Strait Islander peoples as First Peoples of Australia.

Early Childhood Outcomes division

The Early Childhood Outcomes (ECO) division leads the delivery of the Early Years Commitment program, including comprehensive investments in the critical first 5 years of life for every child – in child development and in early education and care, making investments that support families and the community now, as well as investing in long term reforms for the future. Key initiatives will include supporting families with young children to access the services they need to support their own prosperity and well-being; valuing and growing the early childhood education and care sector and investing in early childhood teachers and educators.

The Childcare and Economic Opportunities Fund (the fund) is designed to provide supply-side interventions into the early childhood education and care sector to reduce the barriers to workforce participation by improving the affordability and accessibility to quality early childhood education and care.

Primary purpose of the role

The Senior Economic and Policy Analyst provides high level economic analytical advice, including developing business cases, risk and commercial analysis to inform strategy, operations and investment decisions.

Key accountabilities

- Develop and lead research, economic analysis, including project management and communication of results for a range of projects to support the Director, Executive Director and the fund's board members.
- Develop innovative and fit-for-purpose materials to communicate complex policy issues and economic concepts, reporting, economic and data analysis, using a range of high quality written or presentation materials, prepared for audiences with varying degrees of economic literacy.
- Collaborate with other areas of the directorate and division to coordinate and develop analysis of the impact of reforms and policy proposals to support decision making.
- Develop and maintain strong networks and stakeholder relationships to identify opportunities to enhance project management, methodologies, software and modelling techniques, in line with the department's commitment to continuous improvement.
- Manage systems and processes and provide advice and training to staff across the directorate to ensure best practice operations and governance of the fund.
- Prepare quality evidence-based written briefs, proposals, correspondence and reports to effectively communicate findings, make recommendations, and identify areas for improvement to the Director, Executive Director, Deputy Secretary, the Secretary, the fund's board members and the Minister.

Key challenges

- Managing complex and sensitive issues and providing considered, strategic advice in relation to metrics, economic and commercial analysis, and reporting within tight time frames.
- Coordinating the provision of accurate advice on complex economic analysis issues.
- Providing high-quality work within tight and often conflicting time frames.

Key relationships

Internal

Who	Why
Manager, Finance and Reporting.	<ul style="list-style-type: none">• Provide research and economic analysis.• Provide written briefs, proposals, correspondence and reports to effectively communicate findings, and support recommendations.• Consult to discuss and escalate complex data-related issues.• Receive performance feedback.
ECO division executives	<ul style="list-style-type: none">• Provide strategic analytical advice in relation to strategic policy development and funding decisions and to meet compliance requirements.
Other areas of the Department of Education	<ul style="list-style-type: none">• Establish and maintain effective relationships and networks to foster collaboration, consultation and engagement on data analysis and reporting.

External

Who	Why
Broader government stakeholders and the early childhood education sector	<ul style="list-style-type: none">• Drive the development and maintenance of effective working relationships to facilitate collaboration, consultation, and engagement in data analysis and reporting.• Lead and support working parties and major committees.

Role dimensions

Decision making

High level of autonomy, uses initiative, and is fully accountable for decisions related to the delivery of high-quality strategic analytical advice on time and within budget.

Acts independently to plan, lead and organise the work of the team to deliver high-quality support to the directorate to achieve agreed objectives and performance targets.

Consults with the manager to discuss and escalate data-related issues.

Reporting line

Manager, Finance and Reporting

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Knowledge of and commitment to implementing the department's [Aboriginal Education Policy](#) and upholding the department's [Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

Essential requirements

- Tertiary qualifications in a relevant discipline or demonstrated equivalent knowledge and experience.
- Hold a valid clearance to work with Children (Working with Children Check).
- Demonstrated understanding of and commitment to the value of public education.

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.

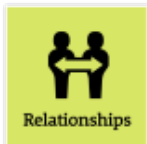
Focus capabilities

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"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so • Act professionally and support a culture of integrity • Identify and explain ethical issues and set an example for others to follow • Ensure that others are aware of and understand the legislation and policy framework within which they operate • Act to prevent and report misconduct and illegal and inappropriate behaviour 	Adept
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> • Keep up to date with relevant contemporary knowledge and practices • 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 and maintain a high level of personal motivation 	Adept
	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

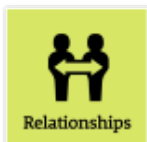


Work Collaboratively

Collaborate with others and value their contribution

- Encourage a culture that recognises the value of collaboration
- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services

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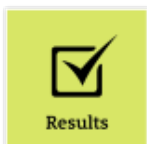


Influence and Negotiate

Gain consensus and commitment from others, and resolve issues and conflicts

- Negotiate from an informed and credible position
- Lead and facilitate productive discussions with staff and stakeholders
- Encourage others to talk, share and debate ideas to achieve a consensus
- Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes
- Influence others with a fair and considered approach and sound arguments
- Show sensitivity and understanding in resolving conflicts and differences
- Manage challenging relationships with internal and external stakeholders
- Anticipate and minimise conflict

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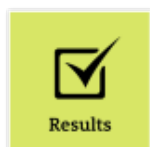


Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes
- Make sure staff understand expected goals and acknowledge staff success in achieving these
- Identify resource needs and ensure goals are achieved within set budgets and deadlines
- Use business data to evaluate outcomes and inform continuous improvement
- Identify priorities that need to change and ensure the allocation of resources meets new business needs
- Ensure that the financial implications of changed priorities are explicit and budgeted for

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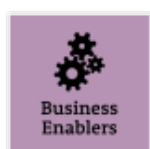


Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues
- Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others
- Take account of the wider business context when considering options to resolve issues
- Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
- Implement systems and processes that are underpinned by high-quality research and analysis
- Look for opportunities to design innovative solutions to meet user needs and service demands
- Evaluate the performance and effectiveness of services, policies and programs against clear criteria

Advanced

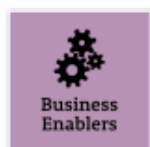


Technology

Understand and use available technologies to maximise efficiencies and effectiveness

- Identify opportunities to use a broad range of technologies to collaborate
- Monitor compliance with cyber security and the use of technology policies
- Identify ways to maximise the value of available technology to achieve business strategies and outcomes
- Monitor compliance with the organisation's records, information and knowledge management requirements

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Project Management

Understand and apply effective planning, coordination and control methods

- Understand all components of the project management process, including the need to consider change management to realise business benefits
- Prepare clear project proposals and accurate estimates of required costs and resources
- Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements
- Identify and evaluate risks associated with the project and develop mitigation strategies
- Identify and consult stakeholders to inform the project strategy
- Communicate the project's objectives and its expected benefits
- Monitor the completion of project milestones against goals and take necessary action
- Evaluate progress and identify improvements to inform future projects








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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.

Complementary capabilities

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
 Personal Attributes	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
 Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
 Business Enablers	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate