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| **Cluster** | Premier and Cabinet |
| **Agency** | Department of Premier and Cabinet |
| **Division/Branch/Unit** | Policy Group / Premier’s Implementation Unit |
| **Role number** | Various |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **ANZSCO Code** | 224412 |
| **PCAT Code** | 2119192 |
| **Date of Approval** | June 2022 |
| **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 purpose is to drive big ideas at the heart of government.

We support the 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 Senior Analyst – Closing the Gap is responsible for preparing and coordinating high-quality data analysis to support the governance and delivery of NSW government priorities including Closing the Gap in NSW.

For more information, go to <https://www.closingthegap.gov.au/national-agreement/targets>

Key accountabilities

* Liaise with lead government agencies and partners to collate, analyse and report on performance against targets.
* Undertake complex data analysis, including descriptive and statistical analysis to identify trends and emerging issues and support business outcomes.
* Prepare quality, concise and accurate written or verbal reports that translate data insights for a variety of government and non-government stakeholders, including developing visualisations for complex datasets.
* Develop clear, accurate, timely and culturally appropriate advice to audiences with varying statistical literacy and seniority on the key findings of any analysis, to ensure they are meaningful and can be acted upon.
* Apply critical thinking to complex datasets to demonstrate how insights can be converted into tangible actions.
* Proactively manage risks associated with use of data, ensuring compliance with relevant standards, including emerging Aboriginal data sovereignty and governance standards.
* Support activities such as preparing templates, resources, guidelines and training which develop the data analytics capacity in the team and other stakeholders.

Key challenges

* Use analytical judgment, initiative, and technical skills to create practical solutions, including managing times when only incomplete information is available.
* Manage competing priorities and diverse project requirements to ensure a high standard of work is maintained.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager/Associate Director | Provide analysis and advice to contribute to decisions and identify emerging issues or risks with respect to government priorities, including Closing the Gap.  Receive guidance and updates on key projects, issues, and priorities. |
| PIU Team | Foster collaborative team-based work practices to ensure deliverables are met and PIU’s position is supported by evidence. |
|  |  |
| **External** |  |
| Data Stakeholders across NSW Government | Maintain effective working relationships to achieve collaboration and communication to support the implementation of Closing the Gap. |

# Role dimensions

## Decision making

* Manages the day-to-day workload independently within agreed work plans to develop metrics and undertake data analysis and modelling to support the implementation of Closing the Gap.
* Refers to a supervisor any decisions that have wide-reaching implications, are contentious and likely to have an impact on stakeholders, and decisions that require significant change to project outcomes or timeframes.
* Submits high-quality reports, analyses, briefings, correspondence, speeches and other written material in a timely manner.

Decisions that are referred to a supervisor include:

* Any decision that will substantially alter the outcomes or timeframe of agreed workplans.
* Any major conflicts or policy issues that arise in the course of such interaction
* Matters requiring a higher delegated authority such as approval for expenditure and travel.
* Matters requiring submission to the Secretary, Premier or Minister’s Office.

## Reporting line

## The Senior Analyst – Closing the Gap reports to the Associate Director, PIU (or equivalent role).

Key Knowledge and Experience

* Demonstrated proficiency in data analysis and reporting (including data visualisation)
* Demonstrated ability to communicate sensitively and effectively with, and understand issues impacting on, Aboriginal and Torres Strait Islander peoples.

Essential requirements

* Qualification or experience in a related field such as economics, psychology, mathematics, statistics, or other field undertaking significant statistical analysis or equivalent experience.

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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 | 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 |
|  | **Value Diversity and Inclusion**  Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Promote the value of diversity and inclusive practices for the organisation, customers and stakeholders  Demonstrate cultural sensitivity, and engage with and integrate the views of others  Look for practical ways to resolve any barriers to including people from diverse cultures, backgrounds and experiences  Recognise and adapt to individual abilities, differences and working styles  Support initiatives that create a safe and equitable workplace and culture in which differences are valued  Recognise and manage bias in interactions and decision making | Adept |
|  | **Communicate Effectively**  Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiences  Clearly explain complex concepts and arguments to individuals and groups  Create opportunities for others to be heard, listen attentively and encourage them to express their views  Share information across teams and units to enable informed decision making  Write fluently in plain English and in a range of styles and formats  Use contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| **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 | Adept |
| **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 | Adept |
|  | **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 |
|  | **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 | Adept |
|  | **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 | Adept |

# 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** |
|  | Display Resilience and Courage | | Be open and honest, prepared to express your views, and willing to accept and commit to change | Adept |
| Manage Self | | Show drive and motivation, an ability to self-reflect and a commitment to learning | Advanced |
|  | |  |  |
|  | Commit to Customer Service | | Provide customer-focused services in line with public sector and organisational objectives | Adept |
|  | Deliver Results | | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| Plan and Prioritise | | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |
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