Role Description
Senior Research Analyst

NSW GOVERNMENT | Education

Agency	NSW Department of Education
Division/Branch/Unit	SINSW/Service Planning/School Learning Environments and Change
Location	George St, Sydney
Classification/Grade/Band	Clerk Grade 9/10
Kind of Employment	Temporary
Role Number	191983
ANZSCO Code	224999
PCAT Code	1221192
Date of Approval	
Agency Website	education.nsw.gov.au schoolinfrastructure.nsw.gov.au

Agency overview

The NSW Department of Education provides, funds and regulates education services for NSW students from early childhood to secondary school, delivering world-class education through its public schools and providing funding support to non-government schools. We employ, develop and support teachers, leaders and other staff to deliver the best outcomes for students and to advance the wellbeing of Aboriginal people.

School Infrastructure NSW (SINSW) is delivering new school buildings, major upgrades and maintenance strategies to ensure every school-aged child has access to high quality education facilities at their local public school. This encompasses the largest investment in public education infrastructure in the history of NSW.

Primary purpose of the role

Provide high-quality, specialised research and evaluation services for the School Learning Environments and Change (SLEC) team, working closely with teachers, researchers, architects and other key stakeholders, to deliver evidence-based recommendations, guide best practice in school design projects and to support the transition of teachers into innovative, educationally effective school learning environments.

Key accountabilities

- Undertake a diverse range of research projects to provide an evidence base to inform school infrastructure needs and their benefits to the community.
- Lead the development and implementation of Post Occupancy Evaluations (POE) to ensure continuous improvement and benefits of the NSW Government's investment into infrastructure solutions.

- Manage external consultants engaged to conduct evaluations and research to ensure that project and stakeholder needs are met and that participating schools are fully supported throughout the process.
- Undertake qualitative research in school design and educational trends to inform sound educational policy and practice and to support and enhance the design and development of innovative learning environments.
- Provide sound advice to internal and external stakeholders on a wide range of research and evaluation methodology to contribute to successful school infrastructure outcomes.
- Identify emerging research into educational trends and innovative learning space design and analyse research proposals from external providers (and commission research as required) to ensure alignment with SINSW strategic objectives.
- Build and sustain relationships with other educational jurisdictions and the tertiary research sector through participation in joint research projects to facilitate information and knowledge exchange and support informed decision making.
- Prepare case studies, presentations and reports to support the translation of research findings into practice for a broad range of audiences. Coordinate events, such as discussion groups, workshops, panels and symposia, to promote and foster organisational learning at SINSW.

Key challenges

- Managing high volumes of research information while providing sound analysis and advice to a range of interdisciplinary stakeholders.
- Sourcing information and communicating complex advice in a timely and accurate manner in a high pressure environment.
- Developing innovative approaches to conducting research and evaluation in response to challenges relating to the changing nature of our population and educational delivery.

Key relationships

Who	Why
Internal	
Manager, Research	- Provide support through conducting research on current and emerging innovations suitable for a school environment. - Receive direction, guidance, advice, support and performance feedback. - Refer complex and sensitive matters relating to the team and/or customers.
Team members	Provide support to team members to ensure delivery of current and future projects.
Other teams within SINSW	Provide advice to aid with the planning and implementation of project delivery.
External	
Consultants, Architects, Academic researchers	- Collaborate and provide direction in conducting POE's. - Liaise on partnering in mutually beneficial research.

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Role dimensions

Decision making

The role acts independently in performing its core work and makes decisions on day to day research and evaluation functions in accordance with relevant policies, procedures and guidelines. Consults with the Manager, Research on matters that are sensitive, high-risk or business-critical, to agree on a suitable course of action.

Reporting line

Manager, Research

Direct reports

Nil

Budget/Expenditure

Financial delegation - $50,000

Essential requirements

- Tertiary qualifications in a relevant discipline and/or equivalent professional experience.
- Experience designing and conducting mixed-methods research in a social science field and working with multidisciplinary teams.
- An understanding of key issues in educational theory, educational evaluation, and learning space design.
- Knowledge of and commitment to the department's Aboriginal education policies.

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

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**
Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	**Adept**
	Manage Self	**Adept**
	Value Diversity	Intermediate
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	Intermediate
	Work Collaboratively	**Adept**
	Influence and Negotiate	**Adept**
Results	**Deliver Results**	**Adept**
	Plan and Prioritise	Intermediate
	Think and Solve Problems	**Adept**
	Demonstrate Accountability	Intermediate
Business Enablers	Finance	Intermediate
	Technology	**Adept**
	Procurement and Contract Management	Intermediate
	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	Adept	• Represent the organisation in an honest, ethical and professional way and encourage others to do so. • Demonstrate professionalism to support a culture of integrity within the team/unit. • Set an example for others to follow and identify and explain ethical issues. • Ensure that others understand the legislation and policy framework within which they operate. • Act to prevent and report misconduct, illegal and inappropriate behaviour.
Personal Attributes Manage Self	Adept	• Look for and take advantage of opportunities to learn new skills and develop strengths.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
		• 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.
Relationships Work Collaboratively	Adept	• Encourage a culture of recognising the value of collaboration.
		• Build co-operation and overcome barriers to information sharing and communication across teams/units.
		• Share lessons learned across teams/units.
		• Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work.
Relationships Influence and Negotiate	Adept	• 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 and explain the need for compromise.
		• Influence others with a fair and considered approach and sound arguments.
		• Show sensitivity and understanding in resolving conflicts and differences.
		• Manage challenging relations with internal and external stakeholders.
		• Pre-empt and minimise conflict.
Results Deliver Results	Adept	• Take responsibility for delivering on intended outcomes.
		• Make sure team/unit staff understand expected goals and acknowledge success.
		• Identify resource needs and ensure goals are achieved within budget and deadlines.
		• Identify changed priorities and ensure allocation of resources meets new business needs.
		• Ensure financial implications of changed priorities are explicit and budgeted for.
		• Use own expertise and seek others' expertise to achieve work outcomes.

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NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Results Think and Solve Problems	Adept	• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence. • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option. • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness. • Identify and share business process improvements to enhance effectiveness.
Business Enablers Technology	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.
Business Enablers 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.