

Role Description

Data Analyst, Power BI



Cluster	Education
Agency	NSW Department of Education
Division/Branch/Unit	Learning Improvement / Teaching Quality & Impact / Quality Teaching Practice Unit
Role number	New
Classification/Grade/Band	Clerk level 7/8
Senior executive work level standards	Not Applicable
ANZSCO Code	TBC
PCAT Code	TBC
Date of Approval	04 August 2021
Agency Website	education.nsw.gov.au

Agency overview

The NSW Department of Education is the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population. Our public schools service the diverse range of communities across the state, enabling all children and young people to have access to quality education.

We ensure young children get the best start in life by supporting and regulating the early childhood education sector. We support the delivery of a skilled and employable workforce for NSW through post-school vocational education and training, as well as higher education.

Quality Teaching Practice Unit Overview

The Quality Teaching Practice (QTP) Unit sits within Learning Improvement, a division of the Department of Education. Our work is centred on the Executive Priority to amplify the best practice of outstanding teachers. We identify and mobilise expert teachers from across the state, to create and deliver high-impact professional learning which is strategically scaled across the system. Our ultimate goal is to drive improved and equitable student learning outcomes, by deepening teaching practice.

We are a vibrant and multi-disciplinary team that uses diverse project methodologies including human-centered design, prototyping, research, data analysis and responsive evaluation. Our environment is agile, fast paced and innovative, with never a dull moment as we deliver evidence-informed resources and professional learning for teachers.

Primary purpose of the role

Create and develop dashboards and interactive visual reports using Power BI to support evaluation that informs the direction of the Quality Teaching Practice (QTP) unit.

Key accountabilities

- Create and develop high quality dashboards and interactive visual reports with Power BI to support evaluation that informs the direction of the Quality Teaching Practice (QTP) unit.
- Provide responsive, effective, accurate and timely data and insights using multiple sources to support evidence-based decision making across the QTP unit.
- Produce and maintain technical documentation and ensure that specific analytical processes are accessible and can be replicated.
- Adhere to Department of Education policies, standards and procedures for Microsoft Power BI and Office 365 solutions.
- Collect and combine data from various sources to ensure efficient and useable data analysis that can be utilised by other users to inform program decisions within the QTP.
- Create customised visualisations and metrics that meet the needs of program requirements and are delivered in a timely manner.
- Develop and maintain customer and stakeholder relationships through effective communication and issues management to ensure program deliverables are met.
- Consult with relevant staff, project leaders and stakeholders to plan and scope requirements for data analysis and reporting.

Key challenges

- Maintaining current professional knowledge to develop and implement robust and innovative solutions to meet the dynamic needs of the organisation in a complex industrial and public sector environment
- Working to deadlines that are often very tight while ensuring quality outcomes are provided with effective consultation in a context of uncertainty and rapidly changing priorities

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Provide advice and contribute to decision making regarding projects and issues • Escalate issues and propose solutions • Receive guidance and provide regular updates on projects, issues and priorities
Work Team	<ul style="list-style-type: none"> • Develop and maintain effective relationships and open channels of communication • Participate in meetings to obtain the team perspective and share information • Develop strong working relationships with all staff in the Evaluation & Data team, to facilitate high quality evaluation • Develop and maintain effective relationships and open channels of communication to facilitate outcomes • Exchange information and respond to enquiries
Quality Teaching Practice Unit	<ul style="list-style-type: none"> • Develop and deliver appropriate materials and communications related to key project deliverables • Work collaboratively to contribute to achieving team outcomes

Who	Why
	<ul style="list-style-type: none"> • Develop and maintain effective relationships and open channels of communication to facilitate outcomes
Internal Stakeholders	<ul style="list-style-type: none"> • Provide regular updates on key projects, issues and priorities • Exchange information and respond to enquiries

Role dimensions

Decision making

This role has autonomy and makes decisions that are under their direct control as directed by their Manager. It refers to a Managers' decisions that require significant change to program outcomes or timeframes or are likely to escalate or require submission to a higher level of management. This role is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.

Reporting line

This role reports to Senior Data Analyst (CL9/10).

Direct reports

This role has no direct reports.

Budget/Expenditure

The role has financial delegations in accordance with the Department's policy as prescribed for a CL7/8 level.

Key knowledge and experience

- Experience in the development and maintenance of dashboards and interactive visual reports using PowerBI
- Demonstrated ability to identify and analyse critical issues, problem solve and provide solutions in a business environment

Essential requirements

- Tertiary qualifications in a relevant discipline, and/or demonstrated analytical experience.
- Hold a valid clearance to work with Children (Working with Children Check) for paid employment
- Knowledge of and commitment to the Department's Aboriginal Education policies

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
 Personal Attributes	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
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> 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
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> Take responsibility for delivering high-quality customer-focused services Design processes and policies based on the customer's point of view and needs Understand and measure what is important to customers Use data and information to monitor and improve customer service delivery Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers Maintain relationships with key customers in area of expertise 	Adept




	<p>Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions</p>	<ul style="list-style-type: none"> • Connect and collaborate with relevant customers within the community • Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience • Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience • Seek contributions and ideas from people with diverse backgrounds and experience • Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness 	Adept
	<p>Technology Understand and use available technologies to maximise efficiencies and effectiveness</p>	<ul style="list-style-type: none"> • 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	Intermediate
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational

 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	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
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate