

ROLE DESCRIPTION

Research and Performance Analyst

Cluster	Justice	
Division/Branch/Unit	Corrective Services NSW (CSNSW), Corrections Research Evaluation and Statistics (CRES)	
Location	Sydney Metropolitan	
Classification/Grade/Band	Clerk 7/8	
ANZSCO Code	224412	
Role Number	Various	
PCAT Code	1119192	
Date of Approval	2 November 2016	Ref:CS0055
Agency Website	www.justice.nsw.gov.au	

Primary purpose of the role

Provide a wide range of professional research services and consultancy to CSNSW and conduct quantitative and qualitative research and evaluation activities that assist CSNSW to meet its corporate and strategic objectives and legislative responsibilities.

Initiate, develop and conduct large scale research or evaluation projects, provide expert consultancy and information service including the publication of reports, bulletins and papers relevant to the NSW Criminal Justice System.

Key accountabilities

- Propose, develop and undertake large scale research and evaluation projects relating to the management of inmates and their needs and/or the administration of Correctional Centres and Community Corrections.
- Provide a consultancy service for others in CSNSW wishing to undertake their own research, and also to researchers from other Government agencies and universities who wish to conduct correctional research in CSNSW.
- Develop and implement the most appropriate research methodology for each specific study in accordance with available resources and specified timeframe.
- Design, develop and implement relevant data collection instruments and databases and design and implement appropriate interview schedules.
- Conduct National and international literature reviews establishing close liaison with key stakeholders.
- Provide technical research and/or statistical advice and other information relating to penology and corrections to the Department and other key stakeholders.
- Conduct and interpret appropriate data analysis using statistical software, such as SPSS, Stata, Excel and SAS and complete peer-reviewed written reports.
- Prepare professional reports, analyses, presentations and manuals for both internal and external publication and peer review.

Key challenges

- Being involved in multiple concurrent projects and responding to urgent requests for research whilst meeting stringent deadlines.
- Selecting and implementing the most appropriate research methodology and delivering pertinent results efficiently.
- Applying project management methodologies in a correctional environment.

Key relationships

Who	Why
Internal	
Director of CRES	Leadership, direction, allocation of projects undertaken, staff management and staff performance management.
Manager of Research	Assistance in staff management and staff performance management.
Senior Research Analyst	Line supervision and guidance
Executive staff	To maintain clear understanding of strategic issues including which specific policies and procedures need to be developed and to provide reports and briefings.
Custodial and Corrections personnel	Community To obtain and to disseminate information for research, evaluation and reporting purposes.
External	
Various working committees	To exchange information and to provide support in relation to research and analysis of data.

Role dimensions

Decision making

To select the most appropriate research methodology including the selection of data analysis procedures appropriate for the research hypotheses and to interpret such analysis appropriately.

Reporting line

Senior Research Analyst

Direct reports

Nil

Budget/Expenditure

N/A

Essential requirements

Qualifications in social / behavioural sciences or equivalent experience.





Current driver's licence and preparedness to drive a vehicle within NSW in the course of performing the role.

Capabilities for the role


The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at <http://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework>

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	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Adept
	Procurement and Contract Management	Foundational
	Project Management	Intermediate

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Business Outcomes	N/A
	Manage Reform and Change	N/A

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 Manage Self	Adept	<ul style="list-style-type: none"> 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 a high level of personal motivation.
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> 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	Intermediate	<ul style="list-style-type: none"> Build a supportive and co-operative team environment. Share information and learning across teams. Acknowledge outcomes which were achieved by effective collaboration. Engage other teams/units to share information and solve issues and problems jointly. Support others in challenging situations.
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work. Initiate, prioritise, consult on and develop team/unit goals, strategies and plans. Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses. Ensure current work plans and activities support and are consistent with organisational change initiatives. Evaluate achievements and adjust future plans accordingly.
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> Research and analyse information, identify interrelationships and make recommendations based on relevant evidence.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.