

STRATEGIC PLANNING ANALYST

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|---------------------------|--|-----------|-----|
| BRANCH/UNIT | Property and Logistics | | |
| TEAM | Strategic Asset Planning | | |
| LOCATION | Optional | | |
| CLASSIFICATION/GRADE/BAND | TM1 | | |
| POSITION NO. | TBA | | |
| ANZSCO CODE | 132411 | PCAT CODE | TBA |
| TAFE Website | www.tafensw.edu.au | | |

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Strategic Planning Analyst is responsible for delivering and managing all strategic asset planning analytical requirements to significantly contribute to the achievement of the Strategic Asset Management Plan (SAMP) and Ten Year Total Asset Management (TAM) process.

3. KEY ACCOUNTABILITIES

1. Ensure alignment of the Strategic Asset Planning team's strategies and investment proposals with the overall Strategic Asset Management Plan as well as education and training priorities through the provision and application of consistent review methodology.
2. Provide considered recommendations and overall endorsement to the Head of Strategic Asset Planning and the General Manager Property and Logistics on investment proposals.
3. Liaise effectively with Strategic Planners and others to perform rigorous audit reviews of all prepared investment and divestment proposals and business cases including validating economic and financial appraisals to assess and substantiate the potential benefits and costs of various options.
4. Prepare the draft Strategic Asset Management Plan for inclusion in the TAM, based on input from consolidated regional asset plans and manage a comprehensive consultation process with all relevant stakeholders.
5. Oversee, manage and coordinate the TAM submission process on behalf of the Property and Logistics branch ensuring all timetable and approvals requirements are met and acting as the primary contact for issues resolution and communication of status, progress and feedback.
6. Provide expert advice to the Strategic Asset Planning Team, the General Manager Property and Logistics and other relevant stakeholders, on changes to the NSW Governments TAM guidelines, requirements and regulations, as well as identifying and advising on emergent themes and impacts.
7. Continually review, develop, update and implement guidelines, tools, templates and procedures to improve the consistency, quality, accuracy and efficiency of activities related to strategic planning, business cases and the TAM submission process.
8. Demonstrate a genuine commitment to safety excellence and safety leadership. This includes setting health and safety expectations, results and behaviours with direct reports, providing a safe workplace and ways of working, and promoting and complying with safety systems and procedures.
9. Place the customer at the centre of all decision making.
10. Manage and develop a high performance team, aligned to the core values of integrity, collaboration, excellence and a customer first attitude, through effective leadership, support and feedback.
11. Collaborate with staff to ensure the development and regular review of meaningful individual performance development and review plans that are clearly aligned to strategic objectives and focused to develop the individual.

4. KEY CHALLENGES

- Coordinating and reviewing information from a range of others to prepare the SAMP while concurrently addressing inconsistencies and drafting material to ensure the TAM process meets all standards, approvals and tight timeframe requirements.
- Ensuring adequate consultation on the SAMP across diverse TAFE corporate and regional stakeholders within the available timeframe.
- Ensuring consistency and accuracy of often complex asset related information and financial data across a range of documents and within business cases for major investment proposals within tight timeframes.

5. KEY RELATIONSHIPS

| WHO | WHY |
|--|---|
| Internal | |
| Head of Strategic Asset Planning | <ul style="list-style-type: none"> Direct manager, liaise and report on work status, outcomes and individual performance. |
| General Manager Property and Logistics | <ul style="list-style-type: none"> Liaise as required on SAMP and TAM. |
| Strategic Asset Planning Group | <ul style="list-style-type: none"> Ongoing communication around strategic planning activities. |
| Property and Logistics Team | <ul style="list-style-type: none"> Coordination and collaboration across teams. |
| Assistant Planning and Research Officer | <ul style="list-style-type: none"> Direct report, provide leadership, direction, guidance, performance management and development. |
| TAFE NSW Regional General Managers, Institute Directors, other Training and Education representatives and corporate office representatives | <ul style="list-style-type: none"> Maintain effective relationships, facilitate issues resolution, liaison on priorities, data and analysis. |
| External | |
| Consultants and Contractors | <ul style="list-style-type: none"> On higher level matters or issues relating to the provision, quality and completion of services. |
| Local and State Government bodies , for example NSW Industry, Treasury, Infrastructure and Department of Finance, Services and Innovation | <ul style="list-style-type: none"> Advice and liaison on matters affecting Property and Logistics branch's projects, keep abreast of regulatory matters and legislative changes affecting operational processes. |

6. POSITION DIMENSIONS

Reporting Line: Head of Strategic Asset Planning

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Direct Reports: 0**Indirect Reports:** 0**Financial Delegation:** TBA**Budget/Expenditure:** TBA**Decision Making:**

- Makes decisions on complex and sensitive issues within professional knowledge and expertise and structured by established management systems.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

7. ESSENTIAL REQUIREMENTS

1. Tertiary qualifications in Finance, Economics, Property, Business or other relevant discipline.
2. Significant relevant experience in related fields with at least 5 years' experience in a similar role.
3. Strong analytical skills with proven ability to analyse data, evaluate and provide recommendations for business cases.
4. Proven ability to provide business advice as well as practical solutions for implementation.
5. Sound understanding of commercial influences relating to a Strategic Asset Planning environment.
6. Ability to address and meet focus capabilities as stated in the Position Description.





8. CAPABILITIES

NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

| CAPABILITY GROUP | NAME | LEVEL |
|--|-----------------------------------|---------------------|
|  Personal Attributes | Display Resilience & Courage | Advanced |
| | Act with Integrity | Advanced |
| | Manage Self | Advanced |
| | Value Diversity | Adept |
|  Relationships | Communicate Effectively | Adept |
| | Commit to Customer Service | Adept |
| | Work Collaboratively | Adept |
| | Influence and Negotiate | Adept |
|  Results | Deliver Results | Intermediate |
| | Plan And Prioritise | Adept |
| | Think and Solve Problems | Intermediate |
| | Demonstrate Accountability | Adept |
|  Business Enablers | Finance | Adept |

| | | |
|--|-------------------------------------|-------|
| | Technology | Adept |
| | Procurement and Contract Management | Adept |
| | Project Management | Adept |

FOCUS CAPABILITIES

The focus capabilities for the Strategic Planning Analyst 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 position's key accountabilities.

NSW Public Sector Focus Capabilities

| NSW Public Sector Capability Framework | | |
|--|----------|--|
| Group and Capability | Level | Behavioural Indicators |
| Personal Attributes | | |
| Act with Integrity | Advanced | <ul style="list-style-type: none"> Model the highest standards of ethical behaviour and reinforce them in others. Represent the organisation in an honest, ethical and professional way and set an example for others to follow. Ensure that others have a working understanding of the legislation and policy framework within which they operate. Promote a culture of integrity and professionalism within the organisation and in dealings external to government. Monitor ethical practices, standards and systems and reinforce their use. Act on reported breaches of rules, policies and guidelines. |
| 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 | | |
| Commit to Customer Service | Adept | <ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services. Understand customer perspectives and ensure responsiveness to their needs. Identify customer service needs and implement solutions. Find opportunities to co-operate with internal and external parties to improve outcomes for customers. Maintain relationships with key customers in area of expertise. Connect and collaborate with relevant stakeholders within the community. |
| 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. |

NSW Public Sector Capability Framework

| Group and Capability | Level | Behavioural Indicators |
|--|--------------|---|
| | | <ul style="list-style-type: none"> 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 | Intermediate | <ul style="list-style-type: none"> Research and analyse information and make recommendations based on relevant evidence. Identify issues that may hinder completion of tasks and find appropriate solutions. Be willing to seek out input from others and share own ideas to achieve best outcomes. Identify ways to improve systems or processes which are used by the team/unit. |
| Business Enablers Project Management | Adept | <ul style="list-style-type: none"> 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. |