

Role Description

Strategic Workforce Senior Analyst



Cluster	Stronger Communities
Agency	NSW Police Force
Command/Business Unit	Human Resources Command
Location	Parramatta PHQ
Classification/Grade/Band	Clerk 7/8
ANZSCO Code	224712
PCAT Code	1324692
NSWPF Role Number	
Date of Approval	10/09/2019
Agency Website	www.police.nsw.gov.au

Agency overview

The NSW Police Force (NSWPF) vision is for a *Safe and Secure New South Wales*, which is achieved by police working with the community to reduce violence, crime and fear.

It is one of the largest police forces in the western world, with more than 20,000 NSW Police Force employees, including more than 16,000 sworn officers providing a range of law and order services 24 hours a day, seven days a week to the socially, geographically and culturally diverse community of NSW.

The organisation has four function lines, based across a number of locations. Metropolitan Field Operations and Regional NSW Field Operations provide frontline services directly to the community. Investigations & Counter Terrorism provides investigative, technical and counter terrorism expertise. Corporate Services, provides business support services such as technology and communication, education and training and corporate human resources functions.

The NSW Police Force is a proud employer of a diverse range of people. This includes, but is not limited to, people who identify as Aboriginal or Torres Strait Islander, LGBTIQ, people, with disability, people who come from a variety of cultural, religious or ethnic backgrounds, and workers of all ages. The NSWPF is committed to reflecting the diverse community we serve and creating an inclusive and respectful workplace for all employees, where difference is embraced, contributions are valued, and everyone has a sense of connection and belonging. This enables the growth and development of a talented and diverse workforce across the state, in a wide range of roles, at all levels.

The NSWPF *Statement of Values* and *Code of Conduct & Ethics* outlines appropriate behaviour for all NSW Police Force staff. All employees of NSWPF are expected to ensure ethics are incorporated into all aspects of their work making ethical behaviour, practices and decision making a part of daily routine. This further extends to ensuring confidentiality and information security is maintained at all times.

Work, Health and Safety legislation requires all employees to have specific responsibilities. This role is responsible for following all NSWPF health and safety policies, and taking all reasonable care that their actions or omissions do not impact on the health and safety of others.

Primary purpose of the role

The Strategic Workforce Senior Analyst is responsible for analysis and reporting on workforce data and trends in contribution to the development of workforce planning strategies that support the organisation's strategic and operational plans. The role is responsible for providing information and recommendations to the Manager,

Strategic Workforce Planning as required to assist with the creation and writing of a robust NSWPF strategic workforce plan that will meet operational and organisational needs for the future of policing in NSW.

Key accountabilities

- Access and analyse workforce data to inform future workforce needs and projected workforce supply for the NSWPF, with consideration given to historic trends and forecasted environmental factors (internal and external) expected to impact policing in the future.
- Provide advice and assistance in the assessment of people planning efficiencies, through the analysis and reporting on workforce plans and trend models.
- Model and monitor workforce demographics, current and future workforce outlooks and optimal workforce composition including employment type and capability requirements to form recommendations relating future workforce needs.
- Interpret HR data and report on trends and projections to support the development of action plans for functional areas to achieve their workforce planning outcomes
- Assist in the development, planning and writing of the NSWPF Strategic Workforce Plan, and assess the efficiency and effectiveness of workforce plans to inform recommendations for process review, updates and improvements
- Assess, analyse and determine the capabilities that are necessary to develop a future NSW policing workforce including developing demand and supply projections.
- Develop process improvement and process simplification wherever possible.
- Contribute to project management functions as required to ensure a structured and measured approach to achieving defined deliverables.

Key challenges

- Continuously identify innovative ways to contribute to workforce transformation using an ongoing awareness of NSWPF workforce comparison and characteristics
- Manage competing priorities of a diverse range of stakeholders in alignment with the priorities of the team
- Maintain contemporary knowledge in relation to labour market, crime, workforce comparison and characteristics, and environmental factors impacting policing and human resources

Key relationships

Who	Why
Internal	
Manager	<ul style="list-style-type: none"> • Receive advice and report on progress • Provide expert advice and contribute to decision making • Identify emerging risks / issues and their implications and propose solutions
Team members	<ul style="list-style-type: none"> • Collaborate with individual team members to ensure delivery of required outcomes • Ensure set objectives and tasks are performed to meet business expectations
Workforce Reporting & Analytics team	<ul style="list-style-type: none"> • Consult with to collect, collate and analyse workforce data including political, economic, geographic, spatial, incidents and other relevant policing metrics

Who	Why
People & Culture Branch	<ul style="list-style-type: none"> Consult with other People & Culture tams as required to ensure support and two way provision of advice to ensure maximum value is provided to stakeholders and clients
Stakeholders	<ul style="list-style-type: none"> Consult, liaise with and inform to ensure information exchange Negotiate with to achieve mutually agreeable outcomes regarding future direction and objectives
External	
Stakeholders	<ul style="list-style-type: none"> Information exchange to inform decision making
PANSW and CPSU	<ul style="list-style-type: none"> Information exchange to achieve union support

Role dimensions

Decision making

The role has the autonomy to make decisions regarding the day to day delivery of tasks and objectives required to achieve the delivery of the Strategic Workforce Plan and associated strategies. The role is required to work collaboratively with other team members in the prioritisation of activities, reporting, monitoring and communicating.

Reporting line

This role reports to

- Manager – Clerk 11/12

Direct reports

- Nil

Budget/Expenditure

- Nil

Essential requirements

- Obtain and maintain the requisite security clearances for this position.
- Highly developed analytical skills with a proven ability to identify/analyse critical issues, problem solve and provide solutions, including through the interrogation or information management systems





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

This role also utilises an occupation specific capability set.

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	Adept
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	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	Foundational
	Project Management	Intermediate

Occupation / profession specific capabilities		
Capability Set	Category	Level
 Human Resources	Workforce Strategy	Level 2

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	Adept	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change Give frank and honest feedback/advice Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively Raise and work through challenging issues and seek alternatives
Display Resilience and Courage		

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> Keep control of own emotions and stay calm under pressure and in challenging situations 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 Influence and Negotiate	Adept	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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
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 Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> 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	Intermediate	<ul style="list-style-type: none"> Perform basic research and analysis which others will use to inform project directions Understand project goals, steps to be undertaken and expected outcomes Prepare accurate documentation to support cost or resource estimates Participate and contribute to reviews of progress, outcomes and future improvements Identify and escalate any possible variance from project plans

Occupation / profession specific capabilities

Category	Level	Level Description
Workforce Strategy	Level 2	<ul style="list-style-type: none"> Develop and maintain an understanding of business goals and context through ongoing liaison with employees and managers, ensuring all advice given takes account of that context. Support managers to define business goals and identify best fit workforce strategies to enable their delivery. Support managers to identify capabilities required in the short and long term to deliver business outcomes, informed by analysis of the growing diversity of customer and stakeholder needs. Support communications to explain how capability-based workforce strategies can be used as a major input to achieving business goals and outcomes while also supporting rewarding careers for employees. Develop managers and employees in understanding changes in business strategies and translating these to their day-to-day responsibilities and roles in the context of the organisation. Develop managers in identifying the impact of change on key stakeholders in order to fully realise the benefits of change decisions.

Version Control

Version	Summary of Changes	Date
V1.0	Position Description translated into Role Description template	27.08.2019

Roles attached

Position Number	Region	Position Number	Region	Position Number	Region	Position Number	Region
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