

Role Description

Senior Policy Analyst



Education

Cluster/Agency	Department of Education
Division/Branch/Unit	Centre for Statistics and Education Evaluation
Location	105 Phillip Street Parramatta
Classification/Grade/Band	Clerk Grade 9/10
Kind of Employment	Ongoing
ANZSCO Code	531111
Role Number	192444
PCAT Code	1119192
Date of Approval	August 2020
Agency Website	www.dec.nsw.gov.au

Agency overview

The NSW Department of Education serves the community by leading the provision of world-class education. The department protects young children by regulating preschool and long day care providers. Once children move into school, we provide them with a world-class primary and secondary education. We also work to advance the wellbeing of Aboriginal people.

Primary purpose of the role

Supporting research in NSW government schools, building the research capacity of the NSW Department of Education building relationships between Education and Skills Reform and the research sector and supporting the dissemination of findings of research to inform evidence based policy and practice.

Key accountabilities

- Undertake research and analysis using qualitative and/or quantitative methods to support achievement of strategic priorities across all of education – early childhood, school, training and higher education.
- Effectively communicate analysis and advice to a wide range of stakeholders and senior audiences using a variety of written, verbal and visual methods, and to publications standard.
- Manage the implementation of key projects with the guidance of senior officers to ensure they are delivered on time and support senior staff in the development of projects and initiatives to ensure their rigour, transparency and effectiveness.
- Build effective relationships and work collaboratively with staff across the Directorate, staff in other Directorates in the Department, State Government Departments, external agencies, other sectors, states and territories and the Commonwealth to identify and understand emerging education trends and requirements and to identify various stakeholder views.
- Ensure accurate and timely preparation of correspondence, briefing notes, submissions and reports to provide accurate, quality and timely advice on education issues.

Key challenges

- Collaboratively working across the Directorate and a range of portfolios in the Department, State Government Departments, external agencies, states and territories and the Commonwealth to position NSW to influence the development of education policy and to ensure coordination of effort in undertaking high level projects.
- Working in areas of great complexity and considering a diversity of viewpoints to produce workable projects and effective proposals.
- Maintaining an up-to-date knowledge of current and emerging trends to ensure that the analytical work supporting the development of the Directorate's proposals, projects and publications is based on up-to-date contemporary national and international practice.

Key relationships

Who	Why
Internal	
Supervisor	<ul style="list-style-type: none">• Receives guidance in managing complex and/or sensitive matters relating to team and/or customers.• Receives performance feedback.
Team members	<ul style="list-style-type: none">• Supports, encourages and mentors team members and colleagues to achieve team goals.
External	
Customers	<ul style="list-style-type: none">• Develop and maintain effective working relationships and open channels of communication.

Role dimensions

Decision making

This role acts independently in performing its core work functions in accordance with relevant policies, procedures and guidelines. In matters that are sensitive or complex the role consults with the supervisor or manager as required.

Reporting line

This role reports to:
192442 Manager Research CL11/12

Direct reports

Nil

Budget/Expenditure

The role has a financial delegation of up to: \$50,000

Essential requirements





- Hold a valid 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 applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capabilities 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	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

Focus capabilities for the role

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.

Focus capabilities		
Capability Group: <i>Personal Attributes</i>		
Capability Set	Level	Behavioural indicators
Act with Integrity	Adept	<ul style="list-style-type: none"> 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

		<ul style="list-style-type: none"> • Ensure that others understand the legislation and policy framework within which they operate • Act to prevent and report misconduct, illegal and inappropriate behaviour
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
Capability Group: <i>Relationships</i>		
Capability Set	Level	Behavioural indicators
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
Capability Group: <i>Results</i>		
Capability Set	Level	Behavioural indicators
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
Capability Group: <i>Business Enablers</i>		
Capability Set	Level	Behavioural indicators
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
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