

Role Description

Analyst, Evaluation

Cluster	Premier and Cabinet
Agency	Department of Premier and Cabinet
Division/Branch/Unit	Strategy & Delivery Group, Economics Branch, Economic Appraisal & Evaluation
Role number	TBC
Classification/Grade/Band	Grade 7/8
ANZSCO Code	224412
PCAT Code	2119192
Date of Approval	November 2018
Agency Website	www.dpc.nsw.gov.au

Agency overview

The NSW Department of Premier and Cabinet (DPC) is the lead central agency in the NSW Government.

We support the Premier and the Special Minister of State, the Cabinet, Ministers and agencies by coordinating policies and services across government. We lead policy development, provide innovative ideas and support Government plans and projects.

Working with us will give you a broad overview in areas such as public policy formulation, public administration and state administrative matters and an opportunity to be involved in a range of state-wide policies, issues and projects.

For more information go to http://www.dpc.nsw.gov.au/about/about_the_department.

Primary purpose of the role

Provides a range of services that support program and policy in early design stages to ensure all programs are evaluation ready. The role undertakes the collection and analysis of quantitative and qualitative evaluation data providing detailed analysis for reporting and develops key findings and recommendations for program improvement.

Key accountabilities

- Provide a range of project management and support services to contribute to the development and evaluation of policy initiatives and programs
- Communicate with key stakeholders and facilitate evaluation planning workshops with policy and program teams to support engagement with evaluation processes
- Undertake the collection and analysis of quantitative and qualitative data and provide detailed analysis for reporting on process, outcome and economic evaluations

- Develop key findings and recommendations for program improvement and ensure timely delivery of high quality evaluation reports
- Work collaboratively to find solutions to complex problems and improvements to systems and processes and provide technical and evaluative advice to others
- Contribute to the development, review and implementation of systems, processes and operational plans to ensure that the unit achieves its objectives.

Key challenges

- Delivering a range of activities across process, outcome and economic evaluation, given tight deadlines, limited resources and the need to manage competing priorities
- Adapting and assimilating information quickly to ensure evaluation outcomes are achieved
- Researching and assessing complex information, identifying key issues and providing sound solutions or advice in short timeframes

Key relationships

Who	Why
Internal	
Associate Director	<ul style="list-style-type: none"> • Participate in discussions and decisions regarding evaluation processes and practice • Escalate issues and propose solutions • Receive guidance and provide regular updates on key tasks, issues and priorities
Work Team	<ul style="list-style-type: none"> • Support team members and work collaboratively to contribute to achieving team outcomes • Provide and receive feedback • Participate in meetings, share information and provide input on issues
Stakeholders	<ul style="list-style-type: none"> • Respond to enquiries • Develop and maintain effective working relationships and open channels of communication • Report and provide updates on project status
External	
Key external stakeholders, including, other NSW Government Agencies, subject matters experts and other jurisdictions	<ul style="list-style-type: none"> • Develop and maintain effective relationships and open channels of communication to foster liaison, consultation, and engagement

Role dimensions

Decision making

The role acts independently in performing its core work functions and applies knowledge, skills and professional judgement to achieve outcomes and consults with the manager on matters that are sensitive and /or contentious to agree on a suitable way forward.

Provides advice and develops options, solutions and recommendations for the consideration of the senior management team.

Decisions which are referred to a manager include any changes to project outcomes or timeframes, issues with the potential to escalate or create precedent, matters requiring a higher administrative or financial delegation or submission to a higher level of management.

Reporting line

The role reports to the Associate Director, Program Evaluation

Essential requirements

Tertiary qualifications in economics, commerce or related disciplines or equivalent knowledge and experience.

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
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way • Support a culture of integrity and professionalism • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct • Recognise and report misconduct and illegal and inappropriate behaviour • Report and manage apparent conflicts of interest and encourage others to do so 	Intermediate
	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
	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
	Plan and Prioritise	<ul style="list-style-type: none"> • Understand the team and unit objectives and align operational activities accordingly 	Intermediate

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Results	Plan to achieve priority outcomes and respond flexibly to changing circumstances	<ul style="list-style-type: none"> Initiate and develop team goals and plans, and use feedback to inform future planning Respond proactively to changing circumstances and adjust plans and schedules when necessary Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals Accommodate and respond with initiative to changing priorities and operating environments 	
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> Identify the facts and type of data needed to understand a problem or explore an opportunity Research and analyse information to make recommendations based on relevant evidence Identify issues that may hinder the completion of tasks and find appropriate solutions Be willing to seek input from others and share own ideas to achieve best outcomes Generate ideas and identify ways to improve systems and processes to meet user needs 	Intermediate
 Business Enablers	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> Understand all components of the project management process, including the need to consider change management to realise business benefits Prepare clear project proposals and accurate estimates of required costs and resources Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements Identify and evaluate risks associated with the project and develop mitigation strategies Identify and consult stakeholders to inform the project strategy Communicate the project's objectives and its expected benefits Monitor the completion of project milestones against goals and take necessary action Evaluate progress and identify improvements to inform future projects 	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
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	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
	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	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational