# A black background with blue text  AI-generated content may be incorrect.Role Description

# Senior Analyst

|  |  |
| --- | --- |
| **Cluster** | Primary Industries and Regional Development |
| **Department/Agency** | Department of Primary Industries and Regional Development |
| **Division/Branch/Unit** | NSW Resources/SPID/Future Jobs and Investment Authority |
| **Role number** |  |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **Senior executive work level standards** | Not Applicable |
| **ANZSCO Code** | 224311 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | 15 July 2025 |
| **Agency Website** | www.dpird.nsw.gov.au |

## Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.
DPIRD brings together Agriculture and Biosecurity; Fisheries and Forestry; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service. We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

NSW Resources is responsible for supporting and growing safe and sustainable exploration and mining in NSW. NSW Resources sets the strategic policy for the state’s mineral and petroleum resources, assesses and determines applications for mineral and petroleum titles for exploration activities and extractive uses, provides high-quality geoscientific information to support decision making and investment, and regulates work health and safety and mine rehabilitation to ensure safe and environmentally sustainable mining.

## Primary purpose of the role

Lead the provision of statistical and economic analysis and advice to support the strategic direction and activities of the Future Jobs and Investment Authority.

## Key accountabilities

* Scope the market and undertake associated economic analysis and modelling; conducting quantitative and qualitative research on a wide range of economic and industry issues
* Manage, update and monitor statistical data and information sources, ensuring data is current, relevant to the applicable industry sectors
* Research economic, business and industry issues through the analysis and evaluation of information gathered from surveys, reports and other sources
* Source information and provide advice which is timely, accurate, well researched and relevant to the executive, key stakeholders and other internal teams, providing regular or special briefing papers, reports, submissions, speeches or presentations
* Effectively manage multiple statistical data sources and databases, monitoring information sources to ensure the currency, accuracy and validity of the information obtained
* Establish and maintain client relationships and networks to enable the timely identification of and development of quantitative and qualitative research on a wide range of economic and business issues
* Apply sound analytical methodologies to produce comprehensive and actionable insights that support investment and job creation in coal-reliant regions.

## Key challenges

* Identifying and evaluating the relevance of multiple sources of statistical information to ensure they accurately reflect industry or sector economic factors
* Providing clear, insightful analysis and advice on economic and industry indicators under pressure, against short deadlines and competing priorities to a wide range of non-technical audiences
* Maintaining currency in economic data, technologies and statistical analysis methodologies

## Key relationships

**Internal**

|  |  |
| --- | --- |
| Who | Why |
| Manager | * Provide updates and report on the status of projects
 |
| Team | * Actively promote information sharing and learning
* Support collaboration, ensure key tasks are completed
 |

**External**

|  |  |
| --- | --- |
| Who | Why |
| State and federal government agencies | * Provides information and economic analysis advice with regard to industry performance
 |
| ABS, other statistical and economic data sources, professional bodies | * Identify and evaluate new sources of data
* Exchange information, research and analysis and learnings
 |

## Role dimensions

### Decision making

Manages own work load and sets priorities as defined by project scope
Determines potential sources of data and the method of utilising new sources of data
Provides content for advice and information in response to data requests, or for Ministerial correspondence, briefs, submissions and reports

### Reporting line

Manager Data and Economics

### Direct reports

Nil

### Budget/Expenditure

Nil

## **Key knowledge and experience**

* Strong understanding of economic statistics and their interpretation, macro and micro economics and appreciation of key issues for sector industries and business development
* Experience in utilising key economic data sources and networks from which information can be obtained
* Experience in quantitative and qualitative economic and industry research and analysis; able to interpret and succinctly describe economic statistics

## Essential requirements

* Tertiary qualification in a economics or commerce related discipline or similar qualifications.
* Compliance with pre-employment probity screening is mandatory and a condition of engagement.

## Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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** |
| personal-attributes | **Act with Integrity**Be ethical and professional, and uphold and promote the public sector values | Represent the organisation in an honest, ethical and professional waySupport a culture of integrity and professionalismUnderstand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conductRecognise and report misconduct and illegal and inappropriate behaviourReport and manage apparent conflicts of interest and encourage others to do so | Intermediate |
| relationships | **Communicate Effectively**Communicate clearly, actively listen to others, and respond with understanding and respect | Tailor communication to diverse audiencesClearly explain complex concepts and arguments to individuals and groupsCreate opportunities for others to be heard, listen attentively and encourage them to express their viewsShare information across teams and units to enable informed decision makingWrite fluently in plain English and in a range of styles and formatsUse contemporary communication channels to share information, engage and interact with diverse audiences | Adept |
| relationships | **Commit to Customer Service**Provide customer-focused services in line with public sector and organisational objectives | Take responsibility for delivering high-quality customer-focused servicesDesign processes and policies based on the customer’s point of view and needsUnderstand and measure what is important to customersUse data and information to monitor and improve customer service deliveryFind opportunities to cooperate with internal and external stakeholders to improve outcomes for customersMaintain relationships with key customers in area of expertiseConnect and collaborate with relevant customers within the community | Adept |
| relationships | **Work Collaboratively**Collaborate with others and value their contribution | Recognise outcomes achieved through effective collaboration between teamsBuild cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across governmentFacilitate opportunities to engage and collaborate with stakeholders to develop joint solutionsNetwork extensively across government and organisations to increase collaborationEncourage others to use appropriate collaboration approaches and tools, including digital technologies | Advanced |
| results | **Think and Solve Problems**Think, analyse and consider the broader context to develop practical solutions | Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidenceAnticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experienceApply creative-thinking techniques to generate new ideas and options to address issues and improve the user experienceSeek contributions and ideas from people with diverse backgrounds and experienceParticipate in and contribute to team or unit initiatives to resolve common issues or barriers to effectivenessIdentify and share business process improvements to enhance effectiveness | Adept |
| results | **Demonstrate Accountability**Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Be proactive in taking responsibility and being accountable for own actionsUnderstand delegations and act within authority levelsIdentify and follow safe work practices, and be vigilant about own and others’ application of these practicesBe aware of risks and act on or escalate risks, as appropriateUse financial and other resources responsibly | Intermediate |
| business-enablers | **Technology**Understand and use available technologies to maximise efficiencies and effectiveness | Identify opportunities to use a broad range of technologies to collaborateMonitor compliance with cyber security and the use of technology policiesIdentify ways to maximise the value of available technology to achieve business strategies and outcomesMonitor compliance with the organisation’s records, information and knowledge management requirements | Adept |
| business-enablers | **Project Management**Understand and apply effective planning, coordination and control methods | Understand all components of the project management process, including the need to consider change management to realise business benefitsPrepare clear project proposals and accurate estimates of required costs and resourcesEstablish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirementsIdentify and evaluate risks associated with the project and develop mitigation strategiesIdentify and consult stakeholders to inform the project strategyCommunicate the project’s objectives and its expected benefitsMonitor the completion of project milestones against goals and take necessary actionEvaluate 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 | Adept |
| personal-attributes | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| relationships | 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 |
| results | Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Adept |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |