Role Description
Audit Analytics Analyst

Cluster	Education
Agency	NSW Department of Education
Division/Branch/Unit	Operations Group/Audit Directorate
Role number	181539
Classification/Grade/Band	Clerk Graded 9/10
Senior executive work level standards	Not applicable
ANZSCO Code	221214
PCAT Code	3221292
Date of Approval	16 January 2024
Agency Website	http://www.education.nsw.gov.au/

Agency overview

The NSW Department of Education serves the community by providing world-class education for students of all ages.

We ensure young children get the best start in life by supporting and regulating the early childhood education sector. We are the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population. We are committed to fostering vibrant, sustainable and high-performing vocational and higher education sectors.

We are responsible for enacting NSW Government policy, driving improvement in education, and overseeing policy, funding and compliance issues relating to non-government schools. We respect and value Aboriginal and Torres Strait Islander people as First Peoples of Australia.

About Internal Audit

Internal Audit supports the Department of Education to achieve its objectives, through providing appropriate risk-based assurance and advice.

Primary purpose of the role

The Audit Analytics Analyst administers and delivers an integrated analytics function, including the extraction and provisioning of data services to support the provision of risk-based assurance and advice to meet Departmental requirements.

Key accountabilities

- Maintain information systems and large complex relational databases to ensure responses to data queries are accurate and timely.
- Design and maintain automated procedures to enable efficient data harvesting, validation and reporting.
- Develop and implement data management practices and quality assurance procedures to support the provision of sound data analysis.
- Assist with the development and maintenance of virtual servers, data cubes and other reporting products to support user controlled ad hoc queries against established collection data sets.
- Provide integrated data support for Schools Auditors to enable the identification of trends and patterns.
- Provide timely ad hoc data to support the requirements of both schools and corporate auditors.
- Utilise robotics to draw further insights from data and ensure timely delivery of transactional data.
- Conduct predictive analytics to assist with Schools Audit prioritisation and planning.

Key challenges

- Ensuring strict confidentiality and probity in the processes involved in providing data for audits and investigations.
- Maintaining the integrity of the process and ensuring the accuracy of the data gathered.
- Working in an environment characterised by competing priorities and tight deadlines.

Key relationships

Who	Why
Internal	
Audit Managers Principal and Senior Auditors	- Receive direction and guidance regarding data requirements. - Provide strategic and operational advice about data systems, extraction and processing.
External	
NSW Audit Office	Maintain effective relationships between the DoE Audit Directorate and the NSW Audit Office regarding data requests.

Role dimensions

Decision Making

High level of autonomy with full accountability for the delivery of high-quality work within agreed timeframes.

Makes decisions and acts independently to ensure the integrity of information, achievement of business objectives and compliance with legislative requirements.

Consults with the Audit Manager, Analytical Review on decisions required to address complex and contentious issues that have significant operational implications, to agree a suitable course of action.

Reporting line

Audit Manager, Analytical Review.

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Demonstrated experience in SAP and relational databases, business intelligence development tools and dashboard building capability.
- Demonstrated experience working with a data warehouse and virtual servers
- Knowledge of and commitment to implementing the Department's Aboriginal Education Policy and upholding the Department's Partnership Agreement with the NSW AECG and to ensure quality outcomes for Aboriginal people.

Essential requirements

- Tertiary qualifications in a relevant discipline, or equivalent demonstrated professional experience.
- Demonstrated understanding of and commitment to the value of public education.
- Working with Children Check for paid employment.

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 behaviors expected at each level.

Capability group/sets	Capability name	Behavioural Indicators	Level
Personal Attributes	**Manage Self** Show drive and motivation, an ability to self-reflect and a commitment to learning	• 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**
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 services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community	**Adept**
Results	**Deliver Results** Achieve results through the efficient use of resources and a commitment to quality outcomes	• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for	**Adept**
	Plan and Prioritise Plan to achieve priority outcomes and respond flexibly to changing circumstances	• Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work • Initiate, prioritise, consult on and develop team and unit goals, strategies and plans • Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses • Ensure current work plans and activities support and are consistent with organisational change initiatives • Evaluate outcomes and adjust future plans accordingly	**Adept**
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	• Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others	**Advanced**

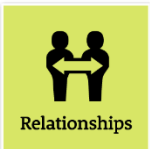| | | • Take account of the wider business context when considering options to resolve issues
• Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
• Implement systems and processes that are underpinned by high-quality research and analysis
• Look for opportunities to design innovative solutions to meet user needs and service demands
• Evaluate the performance and effectiveness of services, policies and programs against clear criteria | |
| **Business Enablers** | **Technology**
Understand and use available technologies to maximise efficiencies and effectiveness | • Champion the use of innovative technologies in the workplace
• Actively manage risk to ensure compliance with cyber security and acceptable use of technology policies
• Keep up to date with emerging technologies and technology trends to understand how their application can support business outcomes
• Seek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomes
• Actively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies | **Advanced** |

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.

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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**
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	**Adept**
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	**Intermediate**
Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	**Adept**
	Work Collaboratively	Collaborate with others and value their contribution	**Adept**
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	**Intermediate**
Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	**Adept**
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	**Intermediate**
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	**Intermediate**
	Project Management	Understand and apply effective planning, coordination and control methods	**Adept**