|  |  |
| --- | --- |
| **Cluster** | Premier and Cabinet |
| **Agency** | Department of Premier and Cabinet |
| **Division/Branch/Unit** | Policy Group |
| **Role number** | Various |
| **Classification/Grade/Band** | Clerk Grade 7/8 |
| **ANZSCO Code** | 224411 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | June 2015 |
| **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 – our purpose is to drive big ideas at the heart of government.

We support the Premier, 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

The Data Analyst coordinates and conducts data analysis to support the delivery of projects for major Government and departmental initiatives.

Key accountabilities

* Conduct inferential statistical analyses from various sources to inform briefings, submissions, policy papers and reports and to provide evidence based advice and analysis as required by the Executive Director.
* Communicate key findings of analysis with clear, concise and accurate written or verbal reports.
* Provide clear, accurate and timely advice to audiences with varying statistical literacy and seniority on the key findings of any analysis, acting as a point of contact on data analysis for Departmental staff.
* Provide input to the design of projects and carry out quantitative and qualitative analysis to inform policy.
* Work with partner agencies to manage data extraction, quality assurance and analysis of projects and initiatives applying critical thinking to complex datasets to demonstrate findings of data beyond simple presenting of numbers.
* Comply with data governance standards to ensure that data assets are appropriately managed.
* Support activities which contribute to the development of data analytic capacity across the Department including preparation of templates, resources and guidelines, organisation of training and seminars, and communication of findings.

Key challenges

* Manage competing priorities and diverse project requirements to ensure a high standard of work is delivered within required timeframes in a high volume work environment.
* Use judgement and initiative in analysis to contribute to the development of effective solutions to challenges, including times when only incomplete information is available.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Executive Director, Director and Principal Policy Officer | * Escalate issues, keep informed, advise and receive instructions.
 |
| Work team | * Support the team and work collaboratively to contribute to achieving the team’s objectives.
 |
| **External** |  |
| NSW public sector staff | * Liaise and consult with agency/department representatives to foster productive business relationships and define research or policy or evaluation questions requiring analysis.
* Resolve issues and provide solutions to problems.
 |

# Role dimensions

## Decision making

This role:

* manages the day to day workload independently within agreed work and project plans and takes active ownership of their own work;
* recommends to a supervisor the scope, content and format of information provided to agencies and external stakeholders;
* refers to a supervisor any decisions requiring or resulting in changes to project outcomes or timeframes, those with the potential to escalate or create precedent.

## Reporting line

This role reports to the Associate Director.

**Direct reports**

Nil

**Budget**

Nil

Essential requirements

* Working knowledge of SPSS, R, STATA or SAS data analysis software

# 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**  |
|  | **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 |
|  | **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 making Write 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 |
|  | **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 experience Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience Seek 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 |
|  | **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 |
| **Project Management**Understand and apply effective planning, coordination and control methods | Perform basic research and analysis to inform and support the achievement of project deliverablesContribute to developing project documentation and resource estimatesContribute to reviews of progress, outcomes and future improvementsIdentify and escalate possible variances from project plans | Intermediate |

# 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**  |
|  | Display Resilience and Courage | Be open and honest, prepared to express your views, and willing to accept and commit to change | Intermediate |
| Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
|  | 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 |
|  | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| Plan and Prioritise | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Foundational |
| Demonstrate Accountability | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |