

# Role Description

## Senior Research Advisor



Treasury

Cluster	Treasury
Agency	NSW Treasury
Division/Branch/Unit	Strategic Policy Research and Insights
Location	Sydney CBD
Classification/Grade/Band	Clerk Grade 9/10
Kind of Employment	Ongoing
ANZSCO Code	221111
PCAT Code	2113392
Agency Website	<a href="https://www.treasury.nsw.gov.au">https://www.treasury.nsw.gov.au</a>

### Agency overview

NSW Treasury helps guide the State's growth for the benefit of the people who live, work and study in NSW. We do this by managing the State's finances and assets to make sure the community is gaining the most value from them and supporting reforms to maintain a strong and competitive economy. Our work includes boosting trade, investment and tourism, developing industry, supporting jobs growth, improving service delivery to the community and increasing living standards. We are purposeful and outcomes focused.

Information about the structure and functions of the NSW Treasury can be sourced on our website: <https://www.treasury.nsw.gov.au> (Refer to "About Treasury" and "Our Treasury Team").

### About the team

The Strategic Policy Research and Insights (SPRI) branch of the Economic Strategy and Productivity (ESP) Group in Treasury is responsible for conducting research on economic issues and disseminating research findings (internally and externally) in a succinct and concise form to promote economic thought leadership. The ESP Group has a strong focus on developing a sound evidence base and monitoring insights and trends to support policy formulation. SPRI supports the Deputy Secretary ESP and the Chief Economist in exercising their remit; and supports Treasury's vision to be recognised as world class amongst Treasuries globally through publication of insights and research notes.

### Primary purpose of the role

To conduct research on economic issues and disseminate research findings in a succinct and concise form to promote the objectives of the ESP Group. This role supervises junior team members and liaises extensively with other areas within Treasury, government agencies and external stakeholders.

## Key accountabilities

- Review topical journals and other sources of information to analyse their impact on the NSW economy.
- Conduct research on economic issues and disseminate research findings through succinct research notes, technical reports, presentations and other publications.
- Study economic and statistical data in area of specialisation, such as immigration, labour, or agriculture.
- Study the socioeconomic impacts of new public policies or changing paradigms, such as proposed legislation, taxes, services, and regulations, or the impact of technology or pandemics.
- Compile, analyse, and report data to explain economic phenomena and forecast market trends which have an impact on the NSW economy.
- Present outputs from research and analysis from various sources, into a succinct digestible format, using latest presentation and publishing tools.
- Coordinate with the Strategy branch of ESP on the development and publication of research papers and insight notes.
- Application of a good working knowledge of economic and public policy concepts to support the remit of the Deputy Secretary ESP and the Chief Economist.
- Manage discrete projects and/or processes through scoping, planning and risk mitigation.
- As a senior research advisor, you will supervise and guide other analysts in the team to achieve Branch outputs.
- Prepare presentations, briefings, correspondence, reports and other content in relation to the work of the Economic Strategy and Productivity Group of Treasury and Treasury more broadly.
- Undertake other assignments as directed including participating in cross divisional/agency teams.
- Represent Treasury or the branch in internal and external forums and engage with key stakeholders, including senior executive staff, influencing outcomes through effective communication.
- Support and contribute to the broader goals of the Branch, Division, Group and Treasury.

## Key challenges

- Building and maintaining good working relationships with key stakeholders;
- Dealing with complexity, uncertainty and, at times, incomplete or imperfect information;
- Delivering results that have the support of key stakeholders and meet corporate, public policy and financial management objectives;
- Addressing and resolving a wide range of issues in a complex and dynamic environment.

## Key relationships

Who	Why
<b>Internal</b>	
Director	<ul style="list-style-type: none"><li>Escalate issues, keep informed, advise and receive instructions.</li></ul>
Deputy Secretary/Chief Economist	<ul style="list-style-type: none"><li>Provide timely, expert advice and exchange information.</li></ul>
Treasury colleagues	<ul style="list-style-type: none"><li>Develop and maintain effective, collaborative relationships and open channels of communication to foster liaison, consultation, and engagement.</li></ul>
<b>External</b>	
Key external stakeholders, including NSW government clusters and agencies	<ul style="list-style-type: none"><li>Develop and maintain effective relationships and open channels of communication to foster liaison, consultation, and engagement</li></ul>

## Role dimensions

### Decision making

Senior advisors operate with some level of autonomy within the parameters of agreed work assignments in negotiation with the branch director. They are expected to make day-to-day decisions relating to work priorities and workload management, for themselves. They are accountable for the quality, integrity and accuracy of content of outputs.

### Reporting line

This role reports to the branch Director

### Essential requirements





- Experience in economic and public policy research and strategy
- High level of presentation production and delivery skills.
- Experience leading / managing a team
- Relevant tertiary qualifications and/or experience in a relevant field.

## 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](http://www.psc.nsw.gov.au/capabilityframework)

### Capability 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	Adept
	<b>Act with Integrity</b>	<b>Adept</b>
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Adept</b>
	<b>Demonstrate Accountability</b>	<b>Adept</b>
 Business Enablers	Finance	Adept
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>

## Focus capabilities

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.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Adept	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Demonstrate professionalism to support a culture of integrity within the team/unit</li> <li>• Set an example for others to follow and identify and explain ethical issues</li> <li>• Ensure that others understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <li>• Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>• Show commitment to achieving challenging goals</li> <li>• Examine and reflect on own performance</li> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate a high level of personal motivation</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Encourage a culture of recognising the value of collaboration</li> <li>• Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>• Share lessons learned across teams/units</li> <li>• Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>• Research and analyse information, identify interrelationships and make recommendations based on relevant evidence</li> <li>• Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option</li> <li>• Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness</li> <li>• Identify and share business process improvements to enhance effectiveness</li> </ul>
<b>Results</b> Demonstrate Accountability	Adept	<ul style="list-style-type: none"> <li>• Assess work outcomes and identify and share learnings to inform future actions</li> <li>• Ensure that actions of self and others are focused on achieving organisational outcomes</li> <li>• Exercise delegations responsibly</li> <li>• Understand and apply high standards of financial probity with public monies and other resources</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>Identify and implement safe work practices, taking a systematic risk management approach to ensure health and safety of self and others</li> <li>Conduct and report on quality control audits</li> <li>Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>Prepare clear project proposals and define scope and goals in measurable terms</li> <li>Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>Prepare accurate estimates of costs and resources required for more complex projects</li> <li>Communicate the project strategy and its expected benefits to others</li> <li>Monitor the completion of project milestones against goals and initiate amendments where necessary</li> <li>Evaluate progress and identify improvements to inform future projects</li> </ul>