

Role Description

Senior Analyst



Treasury

Cluster	Treasury
Agency	NSW Treasury
Division/Branch/Unit	Economic Strategy
Location	Sydney CBD
Classification/Grade/Band	Clerk Grade 9/10
Kind of Employment	Ongoing / Temporary
ANZSCO Code	224311
PCAT Code	2119192
Agency Website	https://www.treasury.nsw.gov.au

Primary purpose of the role

Contribute to the delivery of high quality advice and analysis to inform policy development and government decision making to support microeconomic reform. The role is in the NSW Productivity Commission and will support the work of the Commissioner for Productivity. The productivity team will help identify, evaluate and advise government on reforms to raise productivity in New South Wales, including initiatives to drive competition and innovation. The role will also contribute to advice on the application of competitive neutrality policy to State Government businesses, competitive neutrality complaints, and broader competitive neutrality issues.

Key accountabilities

- Support the work of the NSW Commissioner for Productivity
- Undertake complex research and analysis to develop sound and implementable recommendations to support the development of microeconomic reforms in NSW
- Provide timely, high quality advice to senior management and the Treasurer including identifying and assessing significant issues within specific areas of policy responsibility
- Provide expert policy analysis and advice that complies with best practice guidelines, integrates relevant input from sources internal and external to the Department, and considers the broader policy and operating environment
- Manage internal and external stakeholder engagement and consultation and foster their optimal engagement and contribution
- Actively contribute to the development and achievement of the division's corporate plans and programs
- Manage and monitor progress to successfully deliver all key milestones and outcomes
- Undertake other assignments as directed including leading and/or participating in cross divisional/agency teams

Key challenges

- Addressing and resolving a wide range of issues in a complex and dynamic environment with incomplete and imperfect information
- Adapting and clarifying changing objectives, priorities and dealing with ambiguity
- Managing in a dynamic environment with conflicting stakeholder interests and advancing Treasury's position

Key relationships

Who	Why
Internal	
Director	<ul style="list-style-type: none">• Provide expert advice and reporting on the status of projects
Treasury Colleagues	<ul style="list-style-type: none">• Work collaboratively with other team members• Develop and maintain effective relationships• Resolve and provide solutions to issues Influence policy across agency
External	
Agencies, Interagency working groups	<ul style="list-style-type: none">• Represent Treasury on interdepartmental and other committees as required• Develop and maintain effective relationships to enable liaison, consultation, engagement, and exchange of information in aid of economic and fiscal policy

Role dimensions

Decision making

Senior Analysts 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 advice provided.

Reporting line

This role reports to the branch Director

Essential requirements





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

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

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

NSW Public Sector Capability Framework

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