

SENIOR ANALYST – SKILLS PORTFOLIO PLANNING

BRANCH/UNIT	Market Group / Strategy and Research		
TEAM	Planning and Research		
LOCATION	Optional		
CLASSIFICATION/GRADE/BAND	TAFE Manager Level 1		
POSITION NO.	TBA		
ANZSCO CODE	224412	PCAT CODE	1229192
TAFE Website	www.tafensw.edu.au		

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 400,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Senior Analyst - Skills Portfolio Planning is responsible for undertaking research and analysis on industry skill needs providing strategic advice on their implications for TAFE NSW strategic positioning. The role is also responsible for developing skills, industry and segment strategies to guide the alignment of service delivery and organisational priorities to skills and training demand.

3. KEY ACCOUNTABILITIES

1. Conduct comprehensive research and analysis of industry workforce developments and trends to identify skill needs and inform evidence-based portfolio planning and prioritisation.
2. Develop skills, industry and segment strategies to support in aligning TAFE NSW service delivery planning and organisational priorities to demand, as well as learner and community needs.
3. Undertake research and analysis on emerging and future industries and jobs to support decision making and to ensure products and services reflect current and future needs.
4. Provide robust strategic analysis and advice on regional, state, national and global industry developments, market dynamics and opportunities for growth and optimisation.
5. Coordinate internal and external stakeholder engagement relating to skills portfolio planning and strategic alignment.
6. Apply analytical, strategic thinking and problem solving skills to assess industry growth potential, training demand and the competitive strength of TAFE NSW across skill areas and market segments.
7. Support the review and evaluation of strategies to ensure their implementation across the organisation and to ensure they reflect the latest developments.
8. Working closely with the Manager – Research and Planning and Director of Strategy and Research, maintain professional relationships with key stakeholders to gather feedback and influence decisions pertaining to service delivery planning and relevant strategies.
9. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
10. Place the customer at the centre of all decision making.
11. Work with the Line Manager to develop and review meaningful performance management and development plans.

4. KEY CHALLENGES

- Delivering evidence-based planning analysis and strategic advice that takes account of multiple sources of information and diverse stakeholder considerations in a dynamic and complex market.
- Ensuring timely provision of accurate and relevant strategies and planning advice suited to the needs of different users across business units including responding to urgent matters referred by senior management and executive.
- Maintaining integrity of complex and often confidential strategic directions and positioning related decisions while ensuring alignment of strategic goals to operational strategies.
- Providing accessible and easy-to-use research and planning outputs to inform planning decisions and provide value to business growth initiatives across TAFE NSW.
- Ensuring alignment between skills research and training demand analysis, strategic goals and government priorities and objectives.

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Manager – Research and Planning	<ul style="list-style-type: none"> Receive leadership, direction and advice.
Director of Strategy and Research	<ul style="list-style-type: none"> Translate and communicate information relating to the planning directions of TAFE NSW, including skills, industry and segment strategies to inform optimal planning of service delivery Provide information and advice as required.
Strategy and Research Branch	<ul style="list-style-type: none"> Translate and communicate information relating to research, analysis and planning that impact on TAFE NSW.
Strategy and Research and other corporate team members	<ul style="list-style-type: none"> Support planning consistency, transparency and best practice provision of research, strategic analysis and insights. Collaborate on alignment and integration of advice relating to training demand, economic and workforce forecasts.
All TAFE NSW business units	<ul style="list-style-type: none"> Liaise on business specific information and issues. Provide expert advice and consultancy on a range of planning issues and strategies. Translate and communicate information relating to skills, industry and segment strategies that impact on TAFE NSW and its business units.
External	
Stakeholders in areas of expertise	<ul style="list-style-type: none"> Maintain relationships with key customers in area of expertise. Connect and collaborate with relevant stakeholders to gather and share information that provides strategic advice
Other Government Agencies	<ul style="list-style-type: none"> Connect and collaborate with relevant stakeholders.

6. POSITION DIMENSIONS

Reporting Line: Manager – Research and Planning

Direct Reports: Nil

Indirect Reports: Nil

Financial delegation: TBA

Budget/Expenditure: TBA

Decision Making:

- Makes decisions on complex and sensitive issues through the detailed analysis of alternative courses of action and their implications on achieving organisational objectives and strategies.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

7. ESSENTIAL REQUIREMENTS

1. Degree qualification in a relevant discipline or demonstrated equivalent industry experience relevant to the role.
2. Demonstrated expertise in undertaking research and analysing data using multiple sources and drawing meaningful insights to inform evidence-based planning decisions.
3. Proven ability to develop segment strategies to guide organisational directions and consistent planning approaches combined with a sound knowledge and experience in applying strategic and financial concepts, business imperatives and customer dynamics.
4. Proven ability to clearly communicate complex analysis verbally with internal and external stakeholders and provide robust written advice and reports.
5. Ability to address and meet focus capabilities as stated in the Position Description.





8. CAPABILITIES

NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
 Personal Attributes	Display Resilience & Courage	Adept
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity and Inclusion	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan And Prioritise	Advanced
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Adept

FOCUS CAPABILITIES

The focus capabilities for the Senior Analyst – Skills Portfolio Planning 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 position's key accountabilities.

NSW Public Sector Focus Capabilities

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Adept	<ul style="list-style-type: none"> Be flexible, show initiative and respond quickly when situations change. Give frank and honest feedback and advice. Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately. Raise and work through challenging issues and seek alternatives. Remain composed and calm under pressure and in challenging situations.
Relationships Communicate Effectively	Advanced	<ul style="list-style-type: none"> Present with credibility, engage diverse audiences and test levels of understanding Translate technical and complex information clearly and concisely for diverse audiences Create opportunities for others to contribute to discussion and debate Contribute to and promote information sharing across the organisation Manage complex communications that involve understanding and responding to multiple and divergent viewpoints Explore creative ways to engage diverse audiences and communicate information Adjust style and approach to optimise outcomes Write fluently and persuasively in plain English and in a range of styles and formats.
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> Negotiate from an informed and credible position. Lead and facilitate productive discussions with staff and stakeholders. Encourage others to talk, share and debate ideas to achieve a consensus. Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes. Influence others with a fair and considered approach and sound arguments. Show sensitivity and understanding in resolving conflicts and differences. Manage challenging relationships with internal and external stakeholders. Anticipate and minimise conflict.
Results Plan and Prioritise	Advanced	<ul style="list-style-type: none"> Understand the links between the business unit, organisation and the whole-of-government agenda. Ensure business plan goals are clear and appropriate and include contingency provisions. Monitor the progress of initiatives and make necessary adjustments. Anticipate and assess the impact of changes, including government policy and economic conditions, on business plans and initiatives and respond appropriately.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Consider the implications of a wide range of complex issues and shift business priorities when necessary. Undertake planning to help the organisation transition through change initiatives, and evaluate progress and outcomes to inform future planning.
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> 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. 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	Adept	<ul style="list-style-type: none"> Identify opportunities to use a broad range of technologies to collaborate. Monitor compliance with cyber security and the use of technology policies. Identify ways to maximise the value of available technology to achieve business strategies and outcomes. Monitor compliance with the organisation's records, information and knowledge management requirements.
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> Understand all components of the project management process, including the need to consider change management to realise business benefits. Prepare clear project proposals and accurate estimates of required costs and resources. Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements. Identify and evaluate risks associated with the project and develop mitigation strategies. Identify and consult stakeholders to inform the project strategy. Communicate the project's objectives and its expected benefits. Monitor the completion of project milestones against goals and take necessary action. Evaluate progress and identify improvements to inform future projects.