

# Role Description

## Remuneration Analyst



Cluster	Transport
Agency	Transport for NSW
Division/Branch/Unit	People and Culture / Remuneration
Role number	Various
Classification/Grade/Band	Transport Grade 7
ANZSCO Code	263212
PCAT Code	1116392
Date of Approval	30 March 2020
Agency Website	<a href="http://www.transport.nsw.gov.au">www.transport.nsw.gov.au</a>

### Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we're delivering a \$55.6bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of nine integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

### People and Culture

We Partner to drive workforce solutions that align to business outcomes and support our people to thrive

### Primary purpose of the role

Undertake a range of data management activities to ensure data quality and integrity within remuneration analysis which enables all stakeholders to measure and monitor current workforce remuneration requirements and make informed business and service planning decisions with remunerating in line with internal and external benchmarking for all Senior Employees of the Transport Cluster. Provide detailed analysis based on data to provide recommendations on actions to be considered based on this analysis. The role will also support the broader team with Job Evaluations and Role Descriptions.

## Key accountabilities

- Undertake analysis of data and information to ensure data integrity and quality and to enable assessment for all Remuneration requests. Collate accurate, current and relational data, information and records in relation to system and service performance to enable key issues to be identified and cross-referenced in multiple data sources. Consult with key stakeholders to ensure data integrity and data quality.
- Troubleshoot identified data issues, develop solutions and implement changes to data collection systems and management to ensure accuracy for service planning and performance assessment. Maintain all databases and tables within database systems for use with various statistical packages to ensure data remains error free
- Develop standard operation reports and respond to requests for customised reporting from all stakeholders to enable performance reporting, forecasting and service planning
- Engage stakeholders in relation to information and data gathering, report design, testing, deployment and oversee ongoing production and analysis, and configure reporting to fulfil those requirements
- Support the team with role analysis, conducting preliminary job evaluations for newly created roles across the Transport Cluster to ensure an equitable and consistent evaluation process
- Support the business with providing advice on writing of role descriptions to ensure consistency and compliance with standards and policy

## Key challenges

Maintaining data integrity across the Transport Cluster for remuneration which is relied upon my multiple stakeholders to measure performance and current trends and to deliver a competitive workforce

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"><li>• Escalate issues, keep informed, advise and receive instructions Provide regular reports and updates on key projects, issues and priorities</li></ul>
Other divisions and operators of TfNSW	<ul style="list-style-type: none"><li>• Liaise across all divisions and operating agencies in relation to contract administration issues and queries and to coordinate reports and activities</li></ul>
<b>External</b>	
Customers, contractors and other agencies	<ul style="list-style-type: none"><li>• Exchange information; seek data for input to reports; resolve issues</li></ul>

## Role dimensions

### Decision making

As per the delegation of this role.

## Reporting line

The Remuneration Analyst reports directly to either the Remuneration Project Lead or Cluster Job Evaluation Lead

## Direct reports

NIL

## Budget/Expenditure

NIL

## Key knowledge and experience

Demonstrated experience in data analysis and basic remuneration understanding

## Essential requirements

Tertiary qualifications within a relevant business or technology discipline or demonstrated equivalent professional experience

## 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 behaviours expected at each level.

## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct and illegal and inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest and encourage others to do so</li> </ul>	Intermediate
 Relationships	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> <li>• Focus on providing a positive customer experience</li> <li>• Support a customer-focused culture in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> <li>• Cooperate across work areas to improve outcomes for customers</li> </ul>	Intermediate
 Results	<b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> <li>• Use own and others' expertise to achieve intended outcomes, and take responsibility for delivering intended outcomes</li> <li>• Make sure staff understand expected goals and acknowledge staff success in achieving these</li> <li>• Identify resource needs and ensure goals are achieved within set budgets and deadlines</li> <li>• Use business data to evaluate outcomes and inform continuous improvement</li> <li>• Identify priorities that need to change and ensure the allocation of resources meets new business needs</li> <li>• Ensure that the financial implications of changed priorities are explicit and budgeted for</li> </ul>	Adept

## FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
	<p><b>Think and Solve Problems</b></p> <p>Think, analyse and consider the broader context to develop practical solutions</p>	<ul style="list-style-type: none"> <li>Identify the facts and type of data needed to understand a problem or explore an opportunity</li> <li>Research and analyse information to make recommendations based on relevant evidence</li> <li>Identify issues that may hinder the completion of tasks and find appropriate solutions</li> <li>Be willing to seek input from others and share own ideas to achieve best outcomes</li> <li>Generate ideas and identify ways to improve systems and processes to meet user needs</li> </ul>	Intermediate
 <p>Business Enablers</p>	<p><b>Technology</b></p> <p>Understand and use available technologies to maximise efficiencies and effectiveness</p>	<ul style="list-style-type: none"> <li>Identify opportunities to use a broad range of technologies to collaborate</li> <li>Monitor compliance with cyber security and the use of technology policies</li> <li>Identify ways to maximise the value of available technology to achieve business strategies and outcomes</li> <li>Monitor compliance with the organisation's records, information and knowledge management requirements</li> </ul>	Adept

### 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
 Personal Attributes	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	Intermediate
	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	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
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 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	Intermediate