

Role Description

Legal Operations Data Analyst

Cluster	Stronger Communities
Department/Agency	Office of the Director of Public Prosecutions
Division/Branch/Unit	Solicitor's Office
Classification/Grade/Band	Prosecution Officer (Administrative) Level 7
ANZSCO Code	221112
PCAT Code	2228392
Date of Approval	07 July 2025
Agency Website	www.odpp.nsw.gov.au

Agency overview

The Office of the Director of Public Prosecutions (ODPP) provides an independent, efficient, fair and just prosecution service for the people of New South Wales. The vision of the ODPP is to be a dynamic prosecution service recognized for its excellence and leadership. It acts in the public interest for NSW Parliament, the Judiciary, the Courts, Police, victims, witnesses, accused persons and others in the criminal justice system and the wider community.

Primary purpose of the role

The Legal Operations Data Analyst is responsible for using domain knowledge and analytical skills to report, gather, analyse and present statistical data and legal practice metrics to meet ODPP business requirements and support decision making and/or evaluation. This includes seeking to understand problems and questions, acquiring information, documenting definitions and business processes, using a variety of software, tools, statistical and non-statistical techniques and identifying opportunities for innovative and continuous improvement in measuring efficiencies and performance across the ODPP.

Key accountabilities

- Undertake high level analysis and reporting using standard data analytics and data visualization tools to inform organisational decisions and support effective management and resolution of workload and workflow issues.
- Ensure delivery of timely, accurate and high-quality data and reports, briefings and presentations to support and inform key decision making and policy innovation.
- Identify data required to support improvements in the monitoring of operational objectives.
- Develop and apply data quality assurance procedures including the documentation of data sources, translation of insights, context, assumptions and limitations.
- Analyse and document business requirements for data and reporting needs and translate these into technical requirements to support the continuous improvement of data collection.
- Work with information technology experts to provide advice on infrastructure support required for data transformation and analytical tools.
- Consult with internal and external stakeholders in relation to data collection and analysis.
- Contribute to the establishment and continuous improvement of data collection systems to support the needs of the organisation.
- Contribute to a culture of continuous learning and professional growth in the adoption of analytics.

Key challenges

- Collaborating with key stakeholders to develop, maintain and optimise data integrity, data collection, analysis and visualization.
- Prioritising issues and tasks and workload management to ensure required timeframes are met against competing and significant workload and project related activities.
- Driving the implementation of innovative, accurate and reliable approaches to data collection, collation, promulgation and business intelligence management.
- Influencing stakeholders to embrace new technology and methodology while establishing effective relationships to develop trust and ensure reliable and accurate information.

Key relationships

Internal

Who	Why
Director for Public Prosecutions, Solicitor for Public Prosecutions and members of the Solicitor's Executive, senior officers within the Director's Chambers and the Crown's Chambers	<ul style="list-style-type: none">• Maintain organisational goals and congruency in data management and reporting.• Gather user requirements.• Provide information and advice on a range of strategic insights on operational activities, and other organisational issues and strategies as required.
Corporate Directors and Manager, Financial & Planning Analyst	<ul style="list-style-type: none">• Consult and collaborate regularly on the development and implementation of large scale and ad-hoc project initiatives and requests from across the organization.• Support and work collaboratively to contribute to the delivery of technical solutions and business outcomes.• Work closely with corporate staff to ensure data transformation and analytical tools meet business needs.• Participate in discussions and decisions regarding the implementation of innovation and best practice on approaches to data analytics and reporting.

External

Who	Why
Justice Cluster Agencies and other Government departments or external organisations	<ul style="list-style-type: none">• Develop professional relationships, provide advice and exchange information.
Vendors	<ul style="list-style-type: none">• Develop and maintain effective working relationships, negotiate and drive projects to delivery.

Role dimensions

Decision making

The Business Analyst works with a high level of autonomy and has full authority to make decisions regarding how business analysis is carried out, including methodologies and tools utilised. The role is fully individually accountable for advice and recommendations provided to internal and external stakeholders.

Reporting line

Solicitor for Public Prosecutions

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Degree in Business Information Technology, Mathematics, Statistics, Science or other appropriate qualification.
- Proven experience and knowledge in data analytics and effecting change.
- Experience and proficiency in using contemporary data analytics and business intelligence applications such as SQL Server, Microsoft Reporting Services, Cognos, Power BI, Tableau, STATA, R, Python etc.

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
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Model the highest standards of ethical and professional behaviour and reinforce their use• Represent the organisation in an honest, ethical and professional way and set an example for others to follow• Promote a culture of integrity and professionalism within the organisation and in dealings external to government• Monitor ethical practices, standards and systems and reinforce their use• Act promptly on reported breaches of legislation, policies and guidelines	Advanced



Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

- 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

Advanced



Commit to Customer Service

Provide customer-focused services in line with public sector and organisational objectives

- Take responsibility for delivering high-quality customer-focused services
- Design processes and policies based on the customer's point of view and needs
- Understand and measure what is important to customers
- Use data and information to monitor and improve customer service delivery
- Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers
- Maintain relationships with key customers in area of expertise
- Connect and collaborate with relevant customers within the community

Adept



Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Seek and apply the expertise of key individuals to achieve organisational outcomes
- Drive a culture of achievement and acknowledge input from others
- Determine how outcomes will be measured and guide others on evaluation methods
- Investigate and create opportunities to enhance the achievement of organisational objectives
- Make sure others understand that on-time and on-budget results are required and how overall success is defined
- Control business unit output to ensure government outcomes are achieved within budgets
- Progress organisational priorities and ensure that resources are acquired and used effectively

Advanced



Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- 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

Advanced



Technology

Understand and use available technologies to maximise efficiencies and effectiveness











- Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks
- Use available technology to improve individual performance and effectiveness
- Make effective use of records, information and knowledge management functions and systems
- Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies

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.

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	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Advanced
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Adept
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Adept
	Project Management	Understand and apply effective planning, coordination and control methods	Adept