

REGULATORY REPORTING ANALYST

BRANCH/UNIT	Finance		
TEAM	Deputy Chief Financial Officer / Finance Strategy & Optimisation		
LOCATION	Negotiable		
CLASSIFICATION/GRADE/BAND	TAFE Worker Level 6		
POSITION NO.	TBA		
ANZSCO CODE	221214	PCAT CODE	2223235
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 500,000 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 Regulatory Reporting Analyst is responsible for supporting and preparing regular compliance and specialist reporting, internal reporting, internal submissions, fact sheets, and statistical compendiums for inclusion in TAFE NSW performance reporting to TAFE NSW internal and external stakeholders.

3. KEY ACCOUNTABILITIES

1. Analyse quantitative and qualitative data for submissions to relevant bodies to identify opportunities to generate commercial strengths, deliver on student centred outcomes and inform policy direction.
2. Coordinate data collections, data extraction and data analysis from national and TAFE systems to support robust performance reporting and briefings for TAFE NSW.
3. Extract and prepare data and collateral for VET FEE HELP and FEE HELP submissions and the preparation of briefings.
4. Research VET reporting issues that guides TAFE NSW to respond to changes in State and Commonwealth vocational education policy.
5. Collect, collate and prepare data from TAFE NSW Regions and business units for input into government initiatives and budget papers such as AVETMISS and for external data collection bodies.
6. 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.
7. Place the customer at the centre of all decision making.
8. Collaborate with staff to ensure the development and regular review of meaningful individual performance development and review plans that are clearly aligned to strategic objectives and focused to develop the individual.

4. KEY CHALLENGES

- Consistently providing high quality timely data extraction and analysis to varied stakeholders.
- Engaging in collaborative relationships with stakeholders i.e. corporate/regions, for data collection requests and delivering where timeframes are tight.

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Senior Manager Student Data Reporting	<ul style="list-style-type: none"> • Receive leadership, advice and support.
Finance Group colleagues and sider CFO Group Committees	<ul style="list-style-type: none"> • Facilitate feedback and gain support during change initiatives and business as usual processes.
TAFE NSW staff	<ul style="list-style-type: none"> • Respond to enquiries in a timely and helpful manner, and engage in data collection processes with staff.

6. POSITION DIMENSIONS

Reporting Line: Senior Manager Student Data Reporting

Direct Reports: Nil

Indirect Reports: Nil

Financial delegation: TBA

Budget/Expenditure: TBA

Decision Making:

- Makes decisions, using good judgment, expertise and knowledge, under limited guidance from more senior staff, on tasks/assignments with considerable complexity and sensitivity.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

7. ESSENTIAL REQUIREMENTS

1. Diploma, Advanced Diploma or Associate Degree in a relevant discipline or equivalent skills, knowledge and experience.
2. 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 and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Foundational
	Value Diversity and Inclusion	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 Results	Deliver Results	Foundational
	Plan And Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Foundational
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Occupation / Professional Specific capabilities for the position

CAPABILITY GROUP	NAME	LEVEL
Financial Strategy, Governance and Risk Management	Establish effective and appropriate governance, assess the organisation’s strategic financial position, and ensure effective investment and financing decisions.	Level 1

FOCUS CAPABILITIES

The focus capabilities for the Regulatory Reporting Analyst 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 Act with Integrity	Intermediate	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way. • Support a culture of integrity and professionalism. • Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct. • Recognise and report misconduct and illegal and inappropriate behaviour. • Report and manage apparent conflicts of interest and encourage others to do so. • Build a supportive and cooperative team environment.
Relationships TAFENSW.EDU.AU		

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Share information and learning across teams. • Acknowledge outcomes that were achieved by effective collaboration. • Engage other teams and units to share information and jointly solve issues and problems. • Support others in challenging situations. • Use collaboration tools, including digital technologies, to work with others.
Results		
Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> • Understand the team and unit objectives and align operational activities accordingly. • Initiate and develop team goals and plans, and use feedback to inform future planning. • Respond proactively to changing circumstances and adjust plans and schedules when necessary. • Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals. • Accommodate and respond with initiative to changing priorities and operating environments.
Business Enablers		
Finance	Adept	<ul style="list-style-type: none"> • Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures. • Understand the impacts of funding allocations on business planning and budgets. • Identify discrepancies or variances in financial and budget reports, and take corrective action. • Know when to seek specialist advice and support and establish the relevant relationships. • Make decisions and prepare business cases, paying due regard to financial considerations.
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.