SENIOR ANALYST – ECONOMIC AND LABOUR MARKET

BRANCH/UNIT	Market Group
TEAM	Strategy & Research
LOCATION	Optional
CLASSIFICATION/GRADE/BAND	TM1
POSITION NO.	TBA
ANZSCO CODE	224412 PCAT CODE TBA
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 Senior Analyst – Economic and Labour Market is responsible for providing expert analysis of the changing economic and labour market and providing high quality strategic advice on future economic and labour market trends and skill needs.

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3. KEY ACCOUNTABILITIES

1. Conduct rigorous economic and labour market demand modelling and multivariable analysis to inform evidence-based planning and decision making.
2. Design and build data models and conduct in-depth quantitative analysis on changing industry and occupational employment demand, and alignment to qualifications and training delivery data, to assist in identifying opportunities for business growth and delivery optimisation.
3. Review new government directions, initiatives and internal business referred proposals and issues to provide economic and labour market insights and advice on implications for TAFE NSW business growth aligned to skills needs.
4. Work collaboratively across Strategy and Policy teams and build relationships with key business stakeholders to identify and determine needs, inform priorities and provide specialist economic and labour market related advice tailored to business needs and aligned to corporate objectives.
5. Contribute to the development of customised economic and labour market analytics to inform the development of the operational plans of Corporate Units and the alignment of product offerings to economic and industry skill needs and government priority areas.
6. Apply analytical and specialist skills and labour market demand modelling to identify key trends and provide insights to inform training delivery alignment to growth and priority areas.
7. Use external data warehouses, economic modelling techniques and statistical analysis tools to complement existing data sources and to improve labour market analytics.
8. Provide comprehensive labour market analysis and comparative analysis of training delivery alignment to assist with marketing and training delivery related decisions.
9. Provide succinct and easy to understand written and verbal advice based on analysis and research and present data insights and findings in a user-friendly manner through the development of in-house, customised data models and the use of innovative external analytics platforms and visualisation tools.
10. 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.
11. Place the customer at the centre of all decision making.
12. Work with the Line Manager to develop and review meaningful performance management and development plans.

4. KEY CHALLENGES

- Providing high quality, evidence-based data analysis based on fluctuating and inconsistent data sources.
- Ensuring timely provision of accurate and relevant economic and labour market data analysis and strategic advice suited to the needs of different users across business units including responding to urgent matters referred by senior management and executive.
- Providing accessible and easy-to-use data analysis outputs to inform planning decisions and provide value to business growth initiatives across TAFE NSW.

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5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Manager – Strategy and Analysis	• Receive leadership, direction and advice.
Strategy and Research teams	• Translate and communicate information relating to economic and labour market analysis that impacts on TAFE NSW. • Provide information and advice as required.
All TAFE NSW business units	• Liaise on business specific information and issues. • Provide expert advice and consultancy on a range of policy issues and strategies. • Translate and communicate information relating to economic and skills analysis that impact on TAFE NSW and its business units.
Team Leaders of business units	• Sharing of resources and exchange of information.
Strategic Research and Analysis team and Strategic Planning and Initiatives team	• Support data consistency, transparency and best practice provision of data analysis and insights. • Collaborate on alignment and integration of advice across strategy and policy specialist streams.

6. POSITION DIMENSIONS

Reporting Line: Manager – Strategy and Analysis

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

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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 that are presented clearly and concisely to inform planning directions and decision making.
3. Proven ability to clearly communicate complex analysis verbally and in written advice and reports.
4. Proven expertise in using Microsoft Office suite (including Advanced Microsoft Excel), computational methods and statistical tools to build robust data models.
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	Intermediate
Relationships	**Communicate Effectively**	**Advanced**
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	**Advanced**
Results	Deliver Results	Adept
	Plan And Prioritise	Adept
	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 – Economic and Labour Market 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

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NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Courage	Adept	• Be flexible, show initiative and respond quickly when situations change. • Give frank and honest feedback/advice. • Listen when ideas are challenged, seek to understand the nature of the criticism and respond constructively. • Raise and work through challenging issues and seek alternatives. • Keep control of own emotions and stay calm under pressure and in challenging situations.
Relationships Communicate Effectively	Advanced	• Present with credibility, engage varied audiences and test levels of understanding. • Translate technical and complex information concisely for diverse audiences. • Create opportunities for others to contribute to discussion and debate. • Actively listen and encourage others to contribute inputs. • Adjust style and approach to optimise outcomes. • Write fluently and persuasively in a range of styles and formats.
Relationships Influence and Negotiate	Advanced	• Influence others with a fair and considered approach and present persuasive counter-arguments. • Work towards mutually beneficial win/win outcomes. • Show sensitivity and understanding in resolving acute and complex conflicts. • Identify key stakeholders and gain their support in advance. • Establish a clear negotiation position based on research, a firm grasp of key issues, likely arguments, points of difference and areas for compromise. • Pre-empt and minimise conflict within the organisation and with external stakeholders.
Results Think and Solve Problems	Advanced	• 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. • Take account of the wider business context when considering options to resolve issues. • Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements. • Implement systems and processes that underpin high quality research and analysis.
Business Enablers Technology	Adept	• Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks. • Identify opportunities to use a broad range of communications technologies to deliver effective messages. • Understand, act on and monitor compliance with information and communications security and use policies. • Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business. • Support compliance with the records, information and knowledge management requirements of the organisation.

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NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Project Management	Adept	• 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.

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