

Role Description

Strategic Data Analyst

Cluster	Education
Agency	Department of Education
Division/Branch/Unit	Education and Skills Reform / Aboriginal Outcomes and Partnerships / Premier's Priority
Role number	238869
Classification/Grade/Band	Clerk Grade 7/8
Senior executive work level standards	Not Applicable
ANZSCO Code	511112
PCAT Code	3119192
Date of Approval	June 2022
Agency Website	https://education.nsw.gov.au/

Agency overview

The NSW Department of Education serves the community by providing world-class education for students of all ages.

We ensure young children get the best start in life by supporting and regulating the early childhood education sector. We are the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population. We are committed to fostering vibrant, sustainable and high-performing vocational and higher education sectors.

We are responsible for enacting NSW Government policy, driving improvement in education, and overseeing policy, funding and compliance issues relating to non-government schools. We respect and value Aboriginal and Torres Strait Islander people as First Peoples of Australia.

Primary purpose of the role

This role provides data, research and project support to assist in the decision making of senior officers and educational leaders in the delivery of Aboriginal education, specifically to support evaluation. A key area of responsibility for the role is to prepare data and advice to facilitate the design, delivery and monitoring of the Department's Aboriginal Education initiatives and culturally responsive evaluation practice.

Key accountabilities

- Support the use of data and evidence to assist educational experts design and deliver initiatives in Aboriginal education that will enhance learning for students in public schools.
- Prepare and present data analysis and/or draft evaluation plans to a range of stakeholders, including non-government education stakeholders, various written, verbal and visual methods.
- Respond to requests for evaluation and research interpretation from a range of experts in the broader team.

- Engage and consult with stakeholders, including schools, school operations, Aboriginal stakeholder partners and education services partners, to provide agreed data, insights and evidence on emerging Aboriginal educational issues and to support service delivery needs.
- Support the implementation of key projects with the guidance of senior officers to ensure they are delivered on time and with rigor, transparency and effectiveness.
- Facilitate and coordinate fieldwork activities and monitor the evaluation plans of external suppliers for the purposes of evaluation.

Key challenges

- Working collaboratively in cross-directorate and cross-portfolio teams in an environment characterised by competing deadlines.
- Providing accurate and timely data and evaluation reports to ensure that decisions and advice are based on the best possible information.
- Working on complex issues that required consideration of a diverse range of viewpoints to produce workable and effective projects.

Key relationships

Who	Why
Internal	
Direct team members/cross directorate team members	<ul style="list-style-type: none"> • Support, encourages and mentors team members and colleagues to achieve team goals.
Broader AOPD team members	<ul style="list-style-type: none"> • Provide support in the presentation, use and interpretation of information as part of the broader team and to facilitate good practice evaluation planning
Staff and teams across Educational Services and other parts of the Department.	<ul style="list-style-type: none"> • Assist with the development and maintenance of effective working relationships to ensure an understanding of the context in which programs/initiatives are being implemented.
Line Manager	<ul style="list-style-type: none"> • Provides regular status reports. Consults regarding the management of sensitive, high risk or business critical matters. Receives performance feedback.
External	
NSW Central Agencies, other NSW State Government agencies, Commonwealth and other state and territory agencies and non-government education stakeholders including not for profit organisations (e.g. AECG Inc.)	<ul style="list-style-type: none"> • Assists in the development of specialist advice. Helps develop information for sharing with groups as appropriate. Support effective working relationships that foster collaboration, consultation and engagement on data analyses and initiatives.

Role dimensions

Decision making

Acts independently in performing its core work functions to ensure quality work is delivered on time.

Consults with manager on matters that are sensitive and/or contentious to agree on a suitable way forward.

Reporting line

The role reports to Manager, Projects and Evaluation C11/12.

Direct reports

The role has no direct reports.

Budget/Expenditure

NIL

Key knowledge and experience

- Experience, exposure or willingness to learn the use of statistical software and demonstrated experience with a range of associated software (PowerPoint, Excel).
- Knowledge of and commitment to implementing the Department's [Aboriginal Education Policy](#) and upholding the [Department's Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

Essential requirements

- Valid Working with Children Check for paid employment
- Bachelor's Degree or equivalent demonstrated experience relevant to the role
- Experience in developing evaluation plans, and/or experience supporting evaluations including data collection methodologies and the reproduction of data to drive decision making

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
<div> Personal Attributes</div>	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<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	Intermediate
<div> Relationships</div>	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none">• Tailor communication to diverse audiences• Clearly explain complex concepts and arguments to individuals and groups• Create opportunities for others to be heard, listen attentively and encourage them to express their views• Share information across teams and units to enable informed decision making• Write fluently in plain English and in a range of styles and formats• Use contemporary communication channels to share information, engage and interact with diverse audiences	Adept
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none">• 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	
<div> Results</div>	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none">• Seek and apply specialist advice when required• Complete work tasks within set budgets, timeframes and standards• Take the initiative to progress and deliver own work and that of the team or unit	Intermediate

FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
		<ul style="list-style-type: none"> Contribute to allocating responsibilities and resources to ensure the team or unit achieves goals Identify any barriers to achieving results and resolve these where possible Proactively change or adjust plans when needed 	
	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience Seek contributions and ideas from people with diverse backgrounds and experience Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness Identify and share business process improvements to enhance effectiveness 	Adept
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<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 	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	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Adept
	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	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate