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| --- | --- |
| **Cluster** | Justice |
| **Division/Branch/Unit** | NSW Bureau of Crime Statistics and Research |
| **Location** | Sydney |
| **Classification/Grade/Band** | Departmental Professional Officer Grade IV/V |
| **ANZSCO Code** | 224412 |
| **Role Number** | 51001083 & 51001084 |
| **PCAT Code** | 2119192 |
| **Date of Approval** | 14 June 2016 |
| **Agency Website** | [www.bocsar.nsw.gov.au](http://www.bocsar.nsw.gov.au) |

# Primary purpose of the role

Lead and manage complex and sensitive program and legislative evaluations to achieve the Department’s strategic objectives within agreed timelines and budget. The occupant is responsible for stakeholder consultation and engagement, supervision of temporary research assistants, preparation of briefing notes and reports and ensuring that high level advice is effectively communicated to senior executive staff.

# Key accountabilities

* In collaboration with the Research Manager develop research proposals to evaluate the effectiveness of new policies and programs.
* Building effective partnerships with research and policy staff in Justice, other State Government Departments and the ABS Centre for Crime and Justice Statistics.
* Leading teams of researchers involved in implementing agreed research and evaluation studies.
* Developing new methodologies through which to evaluate policies and programs.
* Sourcing new datasets that can be used to enhance program and policy evaluations.
* Establishing standard operating procedures (SOP) in the preparation and analysis of data.
* Conducting internal and external peer reviews of draft evaluation and research reports.
* Assisting the Research Manager in the preparation of research grant proposals and monitoring the expenditure of grant funds.
* Representing the Bureau on committees, task forces and working parties, including presenting the results of research studies at conferences and seminars.

# Key challenges

* Ensuring that the research teams they lead achieve agreed milestones and the research conducted remains directed at agreed research goals.
* Keeping abreast of advances in research design and methods of statistical analyses and maintaining a detailed understanding of the strengths and limitations of existing research data.
* Showing tact and discretion in the presentation of research findings.

# Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Research Manager | For direction and guidance To provide advice on the progress of research projects and to plan new projects. |
| Research Team | To provide advice and supervision.To ensure preparation of quality research.To motivate high-level performance |
|  |  |
| **External** |  |
| External government and non-government agencies and individuals | To ensure that accurate data is received and that research requiring external assistance or guidance complies with quality standards and time deadlines. |
| Media, members of parliament and other government agencies | In the absence of the Research Manager, to provide advice on the progress of BOCSAR research and the results of completed studies.  |

# Role dimensions

## Decision making

Prepares and submits schedules for projects, monitors performance against the schedules and deals with administrative problems that arise.

Ensures compliance with BOCSAR guidelines regarding the preparation of reports and the documentation of research projects.

Identifies capability and skill gaps and recommends appropriate courses, seminars and conferences for staff to attend.

The role works in line with existing delegations.

## Reporting line

The role reports directly to the Research Manager

## Direct reports

Nil.

## Budget/Expenditure

Nil

# Essential requirements

* Honours degree or equivalent in statistics, economics, epidemiology, psychology or another discipline with a strong statistical component.
* Experience in program or policy evaluation

# Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](file:///%5C%5Cprodmfp1%5Cpjpx-chr%5CShared%5CHR%5CWorkforce%20Planning%20and%20Strategy%5C1%20OD%5CPosition%20Descriptions%5Cz%20-%20Template%5Cwww.psc.nsw.gov.au%5Ccapabilityframework)

## Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

| NSW Public Sector Capability Framework |
| --- |
| **Capability Group** | **Capability Name** | **Level** |
|  | **Display Resilience and Courage** | **Adept** |
|  | **Act with Integrity** | **Adept** |
|  | Manage Self | Adept |
|  | Value Diversity | Adept |
|  | **Communicate Effectively** | **Advanced** |
|  | Commit to Customer Service | Adept |
|  | **Work Collaboratively** | **Adept** |
|  | Influence and Negotiate | Adept |
|  | **Deliver Results** | **Advanced** |
|  | Plan and Prioritise | Adept |
|  | **Think and Solve Problems** | **Advanced** |
|  | Demonstrate Accountability | Adept |
|  | Finance | Intermediate |
|  | Technology | Adept |
|  | Procurement and Contract Management | Intermediate |
|  | **Project Management** | **Advanced** |
|  | Manage and Develop People | N/A |
|  | Inspire Direction and Purpose | N/A |
|  | Optimise Business Outcomes | N/A |
|  | Manage Reform and Change | N/A |

## Focus capabilities

The focus capabilities for the role 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 role’s key accountabilities.

| 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
 |
| **Personal Attributes**Act with Integrity | Adept | * Represent the organisation in an honest, ethical and professional way and encourage others to do so
* Demonstrate professionalism to support a culture of integrity within the team/unit
* Set an example for others to follow and identify and explain ethical issues
* Ensure that others understand the legislation and policy framework within which they operate
* Act to prevent and report misconduct, illegal and inappropriate behaviour
 |
| **Relationships**CommunicateEffectively | 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**Work Collaboratively | Adept | * Encourage a culture of recognising the value of collaboration
* Build co-operation and overcome barriers to information sharing and communication across teams/units
* Share lessons learned across teams/units
* Identify opportunities to work collaboratively with other teams/ units to solve issues and develop better processes and approaches to work
 |
| **Results****Deliver results** | Advanced | * Drive a culture of achievement and acknowledge input of others
* 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 output of business unit to ensure government outcomes are achieved within budget
* Progress organisational priorities and ensure effective acquisition and use of resources
* Seek and apply the expertise of key individuals to achieve organisational outcomes
 |
| **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**Project Management | Advanced | * Prepare scope and business cases for more ambiguous or complex projects including cost and resource impacts
* Access key subject-matter experts' knowledge to inform project plans and directions
* Implement effective stakeholder engagement and communications strategy for all stages of projects
* Monitor the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning
* Develop effective strategies to remedy variances from project plans, and minimise impacts
* Manage transitions between project stages and ensure that changes are consistent with organisational goals
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