

## STRATEGIC PLANNING ANALYST

BRANCH/UNIT	Market Group/ Strategy and Research		
TEAM	Strategy and Analysis		
LOCATION	Ultimo		
CLASSIFICATION/GRADE/BAND	TWL9		
POSITION NO.	81149605		
ANZSCO CODE	224412	PCAT CODE	1229192
TAFE Website	<a href="http://www.tafensw.edu.au">www.tafensw.edu.au</a>		

### 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 Strategic Planning Analyst is responsible for providing robust and strategic analysis and advice on the changing and emerging developments in the political, economic, social, technological and competitive environment to support in the preparation of strategic and business plans.

### 3. KEY ACCOUNTABILITIES

1. Provide analysis and advice of environmental changes to assist in the development of strategic and business plans for the organisation to position TAFE NSW as a sustainable, contemporary and competitive entity.
2. Assist in the provision of proactive and evidence based strategic advice and analysis on strategy formulation to drive business growth, operational excellence and innovation.
3. Conduct data analysis on external developments and government priorities to assess the impact on organisational performance and growth.
4. Contribute to the provision of expert advice on the development of business strategies to support the effective implementation of strategic and business plans and the realisation of planned outcomes.
5. Produce reports and analysis based on complex qualitative and quantitative sources that inform the development of strategic frameworks, business opportunities and future growth.
6. Perform modelling and data analysis to assess strategic issues related to the realisation of strategic goals and business continuity and assist in the provision of high-quality strategic advice and innovative and outcome driven solutions.
7. Work collaboratively within and across teams to enhance value creation, build synergy and improve efficiency.
8. 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.
9. Place the customer at the centre of all decision making.
10. Work with the Line Manager to develop and review meaningful performance management and development plans.

### 4. KEY CHALLENGES

- Delivering evidence based analysis and strategic planning advice that takes account of the dynamic, volatile and politically sensitive business environment.
- Providing quality strategic advice and predictive analysis despite limited data availability and uncertain market variables.
- Providing accessible and easy to use data analysis outputs to inform planning decisions.

### 5. KEY RELATIONSHIPS

WHO	WHY
<b>Internal</b>	
Manager - Strategy and Analysis	<ul style="list-style-type: none"> <li>• Receive leadership, direction and advice.</li> </ul>
Strategy and Research teams	<ul style="list-style-type: none"> <li>• Translate and communicate information relating to strategic planning that impact on and inform the broader Strategy &amp; Research function.</li> </ul>

All TAFE NSW business units	<ul style="list-style-type: none"> <li>Contribute information relating to strategic planning that impact on TAFE NSW and its business units.</li> </ul>
<b>External</b>	
Stakeholders – Commonwealth and State government officials, Peak Industry/Advisory Bodies, Research/Academic Institutions and Business Consultants	<ul style="list-style-type: none"> <li>Participate in forums and groups that encompass TAFE NSW Strategic Planning function, gather, and share information that provides strategic advice in terms of initiatives and direction.</li> </ul>

## 6. POSITION DIMENSIONS

**Reporting Line:** Manager – Strategy and Analysis

**Direct Reports:** Nil

**Indirect Reports:** Nil

**Financial delegation:** TBA

**Budget/Expenditure:** TBA

**Decision Making:**

- Make decisions on complex and sensitive issues that are based on professional judgment, evaluating risks and in the context of a complex and changing environment.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

## 7. ESSENTIAL REQUIREMENTS

- Degree in relevant discipline and related industry experience.
- Demonstrated expertise in undertaking research and analysing data using multiple sources and drawing meaningful insights to support planning directions and decision making.
- Proven expertise in using Microsoft Office suite.
- 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	<b>Display Resilience &amp; Courage</b>	<b>Intermediate</b>
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Intermediate
 Relationships	<b>Communicate Effectively</b>	<b>Adept</b>
	Commit to Customer Service	Adept
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	<b>Plan And Prioritise</b>	<b>Adept</b>
	<b>Think and Solve Problems</b>	<b>Adept</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	<b>Technology</b>	<b>Adept</b>
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

## FOCUS CAPABILITIES

The focus capabilities for the Strategic Planning 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
<b>Personal Attributes</b>		
Display Resilience and Courage	Intermediate	<ul style="list-style-type: none"> <li>Be flexible and adaptable and respond quickly when situations change.</li> <li>Offer own opinion and raise challenging issues.</li> <li>Listen when ideas are challenged and respond in a reasonable way.</li> <li>Work through challenges.</li> <li>Stay calm and focused in the face of challenging situations.</li> </ul>
<b>Relationships</b>		
Communicate Effectively	Adept	<ul style="list-style-type: none"> <li>Tailor communication to the audience.</li> <li>Clearly explain complex concepts and arguments to individuals and groups.</li> <li>Monitor own and others' non-verbal cues and adapt where necessary.</li> <li>Create opportunities for others to be heard.</li> <li>Actively listen to others and clarify own understanding.</li> <li>Write fluently in a range of styles and formats.</li> </ul>
<b>Relationships</b>		
Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>Encourage a culture of recognising the value of collaboration.</li> <li>Build co-operation and overcome barriers to information sharing and communication across teams/units.</li> </ul>

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## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>Share lessons learned across teams/units.</li> <li>Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work.</li> </ul>
<b>Results</b> Plan and Prioritise	Adept	<ul style="list-style-type: none"> <li>Take into account future aims and goals of the team/unit and organisation when prioritising own and others' work.</li> <li>Initiate, prioritise, consult on and develop team/unit goals, strategies and plans.</li> <li>Anticipate and assess the impact of changes, such as government policy/economic conditions, on team/unit objectives and initiate appropriate responses.</li> <li>Ensure current work plans and activities support and are consistent with organisational change initiatives.</li> <li>Evaluate achievements and adjust future plans accordingly.</li> </ul>
<b>Results</b> Think and Solve Problems	Adept	<ul style="list-style-type: none"> <li>Research and analyse information, identify interrelationships and make recommendations based on relevant evidence.</li> <li>Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of options.</li> <li>Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness.</li> <li>Identify and share business process improvements to enhance effectiveness.</li> </ul>
<b>Business Enablers</b> Technology	Adept	<ul style="list-style-type: none"> <li>Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks.</li> <li>Identify opportunities to use a broad range of communications technologies to deliver effective messages.</li> <li>Understand, act on and monitor compliance with information and communications security and use policies.</li> <li>Identify ways to leverage the value of technology to achieve team/unit outcomes, using the existing technology of the business.</li> <li>Support compliance with the records, information and knowledge management requirements of the organisation.</li> </ul>