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# Analyst

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| **Cluster** | Primary Industries and Regional Development |
| **Department/Agency** | Department of Primary Industries and Regional Development |
| **Division/Branch/Unit** | NSW Resources/SPID/Future Jobs and Investment Authority |
| **Role number** | Various |
| **Classification/Grade/Band** | Clerk Grade 7/8 |
| **Senior executive work level standards** | Not Applicable |
| **ANZSCO Code** | 224311 |
| **PCAT Code** | 1119192 |
| **Date of Approval** | 15 July 2025 |
| **Agency Website** | www.dpird.nsw.gov.au |

## Agency overview

The Department of Primary Industries and Regional Development (DPIRD) is the department dedicated to growing primary industries and supporting regional economic development to deliver long term benefits to the state. Our focus is to protect, support and develop our primary industries, mining sector, and regions.  
DPIRD brings together Agriculture and Biosecurity; Fisheries and Forestry; Local Land Services; NSW Resources; Regional Development and Delivery; the Regional Growth NSW Development Corporation; NSW Public Works and Soil Conservation Service. We have nearly 5,000 employees, with almost 80 per cent of us living and working in regional NSW.

NSW Resources is responsible for supporting and growing safe and sustainable exploration and mining in NSW. NSW Resources sets the strategic policy for the state’s mineral and petroleum resources, assesses and determines applications for mineral and petroleum titles for exploration activities and extractive uses, provides high-quality geoscientific information to support decision making and investment, and regulates work health and safety and mine rehabilitation to ensure safe and environmentally sustainable mining.

## Primary purpose of the role

The role of Analyst provides statistical and economic analysis and advice to support the strategic direction and activities of the Future Jobs and Investment Authority.

## Key accountabilities

* Undertake market and economic analysis, and contribute to the evaluation of quantitative and qualitative research data on a wide range of economic and industry issues
* Maintain and update statistical data and information sources, ensuring data is current, relevant to the applicable industry sectors
* Assist the research into economic, business and industry issues through the analysis and evaluation of information gathered from surveys, reports and other sources
* Contribute to advice which is timely, accurate, well researched and relevant to the executive, key stakeholders and other internal teams
* Contribute to regular or special briefing papers, reports, submissions, speeches or presentations
* Establish and maintain client relationships to enable the timely identification of and development of quantitative and qualitative research on a wide range of economic and business issues

## Key challenges

* Identifying and evaluating the relevance of multiple sources of statistical information
* Providing clear, insightful analysis and advice on economic and industry indicators to a wide range of non-technical audiences
* Maintaining currency in economic data, technologies and statistical analysis methodologies

## Key relationships

**Internal**

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| --- | --- |
| Who | Why |
| Directors and Senior Managers | * Provide updates and report on the status of projects |
| Team | * Actively promote information sharing and learning * Support collaboration, ensure key tasks are completed |

**External**

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| --- | --- |
| Who | Why |
| State and federal government agencies | * Provides information and economic analysis advice with regard to industry performance |
| ABS, other statistical and economic data sources, professional bodies | * Identify and evaluate new sources of data * Exchange information, research and analysis and learnings |

## Role dimensions

### Decision making

* Manages own workload and sets priorities as defined by project scope
* Determines potential sources of data and the method of utilising new sources of data
* In consultation with others, provides content for advice and information in response to data requests, or for Ministerial correspondence, briefs, submissions and reports

### Reporting line

This role reports to Manager Data and Economics

### Direct reports

Nil

### Budget/Expenditure

Nil

## **Key knowledge and experience**

* Understanding of economic statistics and their interpretation, macro and micro economics and appreciation of key issues affecting resource and primary industries and business development.
* Experienced in utilising key economic data sources and networks from which information can be obtained.

## Essential requirements

* Tertiary qualification in an economics or commerce related discipline or similar qualifications.
* Compliance with pre-employment probity screening is mandatory and a condition of engagement.

## Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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

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| --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** | **Behavioural indicators** | **Level** |
| personal-attributes | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | 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 |
| relationships | **Commit to Customer Service**  Provide customer-focused services in line with public sector and organisational objectives | Focus on providing a positive customer experience  Support a customer-focused culture in the organisation  Demonstrate a thorough knowledge of the services provided and relay this knowledge to customers  Identify and respond quickly to customer needs  Consider customer service requirements and develop solutions to meet needs  Resolve complex customer issues and needs  Cooperate across work areas to improve outcomes for customers | Intermediate |
| relationships | **Work Collaboratively**  Collaborate with others and value their contribution | Build a supportive and cooperative team environment  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 | Intermediate |
| results | **Plan and Prioritise**  Plan to achieve priority outcomes and respond flexibly to changing circumstances | 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 | Intermediate |
| results | **Demonstrate Accountability**  Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Be proactive in taking responsibility and being accountable for own actions  Understand delegations and act within authority levels  Identify and follow safe work practices, and be vigilant about own and others’ application of these practices  Be aware of risks and act on or escalate risks, as appropriate  Use financial and other resources responsibly | Intermediate |
| business-enablers | **Project Management**  Understand and apply effective planning, coordination and control methods | Perform basic research and analysis to inform and support the achievement of project deliverables  Contribute to developing project documentation and resource estimates  Contribute to reviews of progress, outcomes and future improvements  Identify and escalate possible variances from project plans | Intermediate |

## 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.

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| **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 |
| personal-attributes | Manage Self | Show drive and motivation, an ability to self-reflect and a commitment to learning | Adept |
| personal-attributes | Value Diversity and Inclusion | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Intermediate |
| relationships | Communicate Effectively | Communicate clearly, actively listen to others, and respond with understanding and respect | Adept |
| relationships | Influence and Negotiate | Gain consensus and commitment from others, and resolve issues and conflicts | Intermediate |
| results | Deliver Results | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| results | Think and Solve Problems | Think, analyse and consider the broader context to develop practical solutions | Intermediate |
| business-enablers | Finance | Understand and apply financial processes to achieve value for money and minimise financial risk | Foundational |
| business-enablers | Technology | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| business-enablers | Procurement and Contract Management | Understand and apply procurement processes to ensure effective purchasing and contract performance | Foundational |