

# Role Description

## Senior Data Analyst



**Regional  
NSW**

Cluster	Regional NSW
Agency	Department of Regional NSW
Division/Branch/Unit	Corporate/People
Location	Parramatta/Orange/Sydney CBD/Newcastle
Classification/Grade/Band	Clerk Grade 9/10
Job Family	Bespoke/People
ANZSCO Code	261313
PCAT Code	1126392
Date of Approval	May 2020
Agency Website	<a href="http://www.nsw.gov.au/regional-nsw">www.nsw.gov.au/regional-nsw</a>

### Agency overview

The Department of Regional NSW was formed in 2020 as a central agency for regional issues. The Department has responsible for building resilient regional economies and communities, strengthening primary industries, managing the use of regional land, overseeing the state's mineral and mining resources and ensuring government investment in regional NSW is fair and delivers positive outcomes for local communities and businesses.

### Primary purpose of the role

Develop, implement and deliver data warehousing, reporting and analytics services, including data migration and integration in a data warehouse, analysis, and modelling that will meet the current and emerging needs of the Department. The role partners with senior managers, Corporate functions, and data producers to warehouse, maintain and extract reports and insights from data.

### Key accountabilities

- Manage the design, development and implementation of appropriate data solutions, including a data warehouse, for the Department and present recommendations to provide high quality, reliable and secure data
- Collaborate with ICT to develop and implement data architectures and a corporate data warehouse that supports workforce data analytics for the Department
- Design, develop, recommend and implement ETL and Business Intelligence solutions to support Department and business unit objectives
- Undertake database analysis and design services, such as data modelling and the review of proposed system data models to ensure that data solutions comply with Departmental standards
- Provide assistance and advice on technical data management issues, including query design and optimisation to ensure efficient use of data

- Collaborate within the team to develop strategies to identify data gaps and then partner with business providers to integrate relevant data
- Manage the development and publishing of standards for data management and database design and promote the implementation and adoption of new analytical tools and processes

## Key challenges

- Collaborating with DPIE ICT to implement a data warehousing solution
- Dealing with a diverse range of projects requiring strategic advice or quality assurance within tight timeframes
- Maintaining current technical knowledge of data driven insights, analytics, science and warehousing

## Key relationships

Who	Why
<b>Internal</b>	
Director Analytics Payroll & Establishment	<ul style="list-style-type: none"> <li>• Escalate issues, keep informed, advise and receive direction</li> </ul>
Corporate teams	<ul style="list-style-type: none"> <li>• Seek information and collaborate with team members to implement accurate reporting and analysis of complex data</li> <li>• Collaborate with the team on system and process improvement projects providing advice on system, process, policy and statutory requirements</li> </ul>
Business stakeholders	<ul style="list-style-type: none"> <li>• Consult and communicate effectively with business stakeholders in documenting business requirements during planning and delivery of warehousing solutions and services</li> </ul>
<b>External</b>	
Service providers	<ul style="list-style-type: none"> <li>• Build and maintain effective and credible relationships with service providers to resolve technical and complex data issues</li> </ul>

## Role dimensions

### Decision making

- Acts in consultation with the Director to deliver services
- Prioritises and manages multiple tasks and demands including matters with critical turnaround times required by internal clients, including clients' Executive and management teams
- Makes day to day decisions and provides guidance on appropriate courses of action
- Exercises discretion in determining the approach to work undertaken by the role and is responsible for recommendations made

### Reporting line

Director Analytics, Payroll & Establishment

### Direct reports

Nil

## Budget/Expenditure

Nil

## Essential requirements

- Tertiary qualifications in Information technology or relevant field or equivalent experience.
- Strong background in data driven insights disciplines of analytics, warehousing and visualisation.
- Current Drivers Licence and willingness to travel.

## 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.


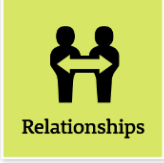
The capabilities are separated into **focus capabilities** and **complementary capabilities**.

### 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
 Personal Attributes	<b>Display Resilience and Courage</b> Be open and honest, prepared to express your views, and willing to accept and commit to change	<ul style="list-style-type: none"> <li>• Be flexible, show initiative and respond quickly when situations change</li> <li>• Give frank and honest feedback and advice</li> <li>• Listen when ideas are challenged, seek to understand the nature of the comment and respond appropriately</li> <li>• Raise and work through challenging issues and seek alternatives</li> <li>• Remain composed and calm under pressure and in challenging situations</li> </ul>	Adept
	<b>Act with Integrity</b> Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way and encourage others to do so</li> <li>• Act professionally and support a culture of integrity</li> <li>• Identify and explain ethical issues and set an example for others to follow</li> <li>• Ensure that others are aware of and understand the legislation and policy framework within which they operate</li> <li>• Act to prevent and report misconduct and illegal and inappropriate behaviour</li> </ul>	Adept
 Relationships	<b>Commit to Customer Service</b> Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> <li>• Take responsibility for delivering high-quality customer-focused services</li> <li>• Design processes and policies based on the customer's point of view and needs</li> <li>• Understand and measure what is important to customers</li> <li>• Use data and information to monitor and improve customer service delivery</li> <li>• Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers</li> <li>• Maintain relationships with key customers in area of expertise</li> <li>• Connect and collaborate with relevant customers within the community</li> </ul>	Adept

## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Work Collaboratively</b> Collaborate with others and value their contribution	<ul style="list-style-type: none"> <li>Encourage a culture that recognises the value of collaboration</li> <li>Build cooperation and overcome barriers to information sharing and communication across teams and units</li> <li>Share lessons learned across teams and units</li> <li>Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work</li> <li>Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services</li> </ul>	Adept
	<b>Deliver Results</b> Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> <li>Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes</li> <li>Make sure staff understand expected goals and acknowledge staff success in achieving these</li> <li>Identify resource needs and ensure goals are achieved within set budgets and deadlines</li> <li>Use business data to evaluate outcomes and inform continuous improvement</li> <li>Identify priorities that need to change and ensure the allocation of resources meets new business needs</li> <li>Ensure that the financial implications of changed priorities are explicit and budgeted for</li> </ul>	Adept
	<b>Think and Solve Problems</b> Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> <li>Identify the facts and type of data needed to understand a problem or explore an opportunity</li> <li>Research and analyse information to make recommendations based on relevant evidence</li> <li>Identify issues that may hinder the completion of tasks and find appropriate solutions</li> <li>Be willing to seek input from others and share own ideas to achieve best outcomes</li> <li>Generate ideas and identify ways to improve systems and processes to meet user needs</li> </ul>	Intermediate

## FOCUS CAPABILITIES





Capability group/sets	Capability name	Behavioural indicators	Level
	<b>Technology</b> Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> <li>Identify opportunities to use a broad range of technologies to collaborate</li> <li>Monitor compliance with cyber security and the use of technology policies</li> <li>Identify ways to maximise the value of available technology to achieve business strategies and outcomes</li> <li>Monitor compliance with the organisation's records, information and knowledge management requirements</li> </ul>	Adept
	<b>Procurement and Contract Management</b> Understand and apply procurement processes to ensure effective purchasing and contract performance	<ul style="list-style-type: none"> <li>Understand and comply with legal, policy and organisational guidelines and procedures relating to purchasing</li> <li>Conduct delegated purchasing activities in line with procedures</li> <li>Work with providers, suppliers and contractors to ensure that outcomes are delivered in line with time and quality requirements</li> </ul>	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.

## COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 <b>Personal Attributes</b>	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
 <b>Relationships</b>	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 <b>Results</b>	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
 <b>Business Enablers</b>	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate