

Role Description

Performance Analyst



Role Description Fields	Details
Cluster	Department of Primary Industries and Regional Development
Department/Agency	Grants, Lending and Data Integrity
Division/Branch/Unit	Data Integrity
Role number	
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	511112
PCAT Code	1227392
Date of Approval	07 August 2024
Agency Website	https://www.nsw.gov.au/departments-and-agencies/dpird

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; Forestry and Fishing; 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.

Primary purpose of the role

Contribute to the management and implementation of a range of knowledge management, business analysis, performance measurement and reporting projects.

Key accountabilities

- Maintain reporting systems and processes to ensure the Cluster meets its statutory and whole-of-government reporting obligations to the Treasury, Premier's Department, the Cabinet Office, of Premier and Cabinet and Parliamentary committees.
- Contribute to project oversight activities to monitor operational performance within the Cluster and provide performance-based information to the Executive and external stakeholders.
- Coordinate consultative processes to capture, analyse and report performance against agreed targets and criteria.
- Provide timely advice to internal stakeholders on planning, performance monitoring, business analysis and system improvement within established frameworks.
- Source, collate and compile data and information to identify emerging issues and track and report on project progress against established milestones and deliverables.

Key challenges

- Maintaining an effective network of staff throughout the Department to ensure that reporting and planning targets can be achieved.
- Maintaining knowledge of current knowledge management practices and associated information technologies, business analytics and reporting processes
- Ensuring accurate, relevant and current key performance and reporting data and information is maintained and disseminated to the appropriate stakeholders.

Key relationships

Internal

Who	Why
Director and Manager	<ul style="list-style-type: none">• Receive advice and provide updates on the status of project activities.• Escalate issues and advise and present recommendations regarding the potential solutions.
Staff	<ul style="list-style-type: none">• Maintain existing networks across the department of staff members responsible for reporting and planning within their work areas, to jointly ensure that departmental reporting requirements are met.• Assist colleagues throughout the department on planning and reporting related activities.
Team	<ul style="list-style-type: none">• Actively contribute to the team's objectives and identified outcomes.

External

Who	Why
Government agencies	<ul style="list-style-type: none">• Assist in coordinating reporting activities, ensuring high quality reports are provided to required standards and within set timeframes.• Gather information, build supporting relationships and identify emergent trends, methodologies and resources.

Role dimensions

Decision making

The role:

- Makes day to day decisions regarding project tasks in accordance with agreed project objectives and project plans; and
- Builds networks throughout the department and with government entities.

Reporting line

Manager

Direct reports

Nil

Budget/Expenditure

Nil

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
	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
	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	Adept



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



Plan and Prioritise

Plan to achieve priority outcomes and respond flexibly to changing circumstances

- Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work
- Initiate, prioritise, consult on and develop team and unit goals, strategies and plans
- Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses
- Ensure current work plans and activities support and are consistent with organisational change initiatives
- Evaluate outcomes and adjust future plans accordingly

Adept



Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Identify the facts and type of data needed to understand a problem or explore an opportunity
- Research and analyse information to make recommendations based on relevant evidence
- Identify issues that may hinder the completion of tasks and find appropriate solutions
- Be willing to seek input from others and share own ideas to achieve best outcomes
- Generate ideas and identify ways to improve systems and processes to meet user needs

Intermediate



Finance

Understand and apply financial processes to achieve value for money and minimise financial risk

- Understand basic financial terminology, policies and processes, including the difference between recurrent and capital spending
- Consider financial implications and value for money in making recommendations and decisions
- Understand how financial decisions impact the overall financial position
- Understand and act on financial audit, reporting and compliance obligations
- Display an awareness of financial risk, reputational risk and exposure, and propose solutions to address these

Intermediate



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

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.

Capability group/sets	Capability name	Description	Level
	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	Foundational
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate

