

Role Description

Assurance Analyst



Transport
for NSW

Cluster	Transport For NSW
Agency	Transport For NSW
Division/Branch/Unit	Corporate Services /Finance and Investment / Investment/ In-Flight Investment Projects
Location	Milsons Point
Classification/Grade/Band	USS10
Role Number	Various
ANZSCO Code	224712
PCAT Code	1223592
Date of Approval	January 2020
Agency Website	www.transport.nsw.gov.au

Agency overview

At Transport, we're passionate about making NSW a better place to live, work and visit. Our vision is to give everyone the freedom to choose how and when they get around, no matter where they live. Right now, we're delivering a \$55.6bn program – the largest Australia has ever seen – to keep people and goods moving, connect communities and shape the future of our cities, centres and regions. At Transport, we're also committed to creating a diverse, inclusive and flexible workforce, which reflects the community and the customers we serve.

Our organisation – Transport for NSW – is comprised of numerous integrated divisions that focus on achieving community outcomes for the greater good and on putting our customers at the centre and our people at the heart of everything we do.

Corporate Services

Corporate Services partner to provide sustainable strategies, solutions and services to enable our clients to deliver with confidence, Transport's vision to make NSW a great place to live, work and play.

Primary purpose of the role

The Assurance Analyst is responsible for providing advice and analysis of 'inflight' projects and programs to assess the ongoing viability of budgets, benefits realisation and overall risk profile of projects.

Key accountabilities

- Analyse and advise on 'inflight' projects and programs by materially evaluation the Project Proposal Reports (PPR's) and scrutiny of content to assess the ongoing viability of budgets, benefits realisation and overall risk profile of projects.



- Analyse Project Proposal Reports (PPR) and identify gaps if any, guide project teams in completing these gaps and report to the executives on any key risks and issues.
- Work along with business areas and the team to develop and forecast federal project pipeline.
- Offer advisory to the project teams on issues related to federal project proposal reports; undertake presentations, discussions, workshops to release new federal requirements/contents from time to time.
- Provide specialist advice regarding program and project assurance to ensure that programs and projects delivery per legislation, government policy, Transport for NSW requirements.
- Undertake in-depth project reviews and re-validating business cases, project proposals and benefits plans to ensure project delivery outcomes are in line with Governance requirements.
- Collaborate with a range of internal and external stakeholders and build relationships effectively to balance competing and conflicting priorities and influence decisions.

Key challenges

- Ensuring that assurance activities are underpinned by best practice to ensure high quality practices from stakeholders such as TfNSW, INSW and NSW Treasury.
- Monitoring the assurance program, federal funding milestones and payment schedule on an ongoing basis to effectively manage project gate and funding releases for various funds.
- Maintaining knowledge of current and emerging best practice, government policy and statutory requirements regarding project assurance activities.

Key relationships

Who	Why
Internal	
Manager In-Flight Investment Projects	<ul style="list-style-type: none"> • Key relationship manager, report to, receive broad guidance and direction • Provide regular updates on matters and priorities • Collaborate across different facets to deliver quality unified outcomes • Escalate issues and seek advice and support where required
Investment branch colleagues	<ul style="list-style-type: none"> • Collaborate and share information relating to reporting • Collaborate to drive process improvement
Corporate Services Divisions	<ul style="list-style-type: none"> • Collaborate to obtain project information and data and to resolve identified discrepancies and inconsistencies
External	
INSW, NSW Treasury	<ul style="list-style-type: none"> • Collaborate to share information and clarify information
Industry partners and representatives	<ul style="list-style-type: none"> • Keep abreast of the latest trends in the industry/discipline

Role dimensions

Decision making

The Assurance Analyst is responsible for providing advice and analysis on business cases across customer-facing divisions. The role collaborates with the Manager to solve problems and makes recommendations to enhance business case content, improve the Governance processes and approaches in the Inflight Investment Projects Unit.

The role is fully accountable for the quality and integrity of the advice provided.

The role defers to the Manager Inflight Investment Projects on complex issues of a technical, legislative or political nature or decisions that will substantially alter the outcome or timeframes, major issues or conflicts arising in the course duties or matters requiring a higher delegated authority including approval for expenditure or sensitive issues.

Reporting line

The role reports and accounts to the Manager Inflight Investment Projects

Direct reports

Nil

Budget/Expenditure

Nil

Essential Requirements

- Tertiary qualifications in engineering, project management, planning, transport economics, information management or related data analytical discipline combined with skills and experience in the management and implementation of project assurance activities.





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

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
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Advanced
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Adept
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Adept

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 Act with Integrity	Adept	<ul style="list-style-type: none"> • 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 Communicate Effectively	Advanced	<ul style="list-style-type: none"> • 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

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> 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 Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering high quality customer-focused services • Understand customer perspectives and ensure responsiveness to their needs • Identify customer service needs and implement solutions • Find opportunities to co-operate with internal and external parties to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant stakeholders within the community
Relationships Influence and Negotiate	Adept	<ul style="list-style-type: none"> • Negotiate from an informed and credible position • Lead and facilitate productive discussions with staff and stakeholders • Encourage others to talk, share and debate ideas to achieve a consensus • Recognise and explain the need for compromise • Influence others with a fair and considered approach and sound arguments • Show sensitivity and understanding in resolving conflicts and differences • Manage challenging relations with internal and external stakeholders • Pre-empt and minimise conflict
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness • Identify and share business process improvements to enhance effectiveness
Business Enablers Finance	Adept	<ul style="list-style-type: none"> • Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures • Understand impacts of funding allocations on business planning and budgets, including value for money, choice between direct provision and purchase of services, and financial implications of decisions • Understand and apply financial audit, reporting and compliance obligations • Identify discrepancies or variances in financial and budget

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Project Management	Adept	<ul style="list-style-type: none"> reports, and take corrective action where appropriate • Seek specialist advice and support where required • Make decisions and prepare business cases paying due regard to financial considerations
		<ul style="list-style-type: none"> • Prepare clear project proposals and define scope and goals in measurable terms • Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements • Prepare accurate estimates of costs and resources required for more complex projects • Communicate the project strategy and its expected benefits to others • Monitor the completion of project milestones against goals and initiate amendments where necessary • Evaluate progress and identify improvements to inform future projects