Role Description
Assistant Data Scientist

Cluster	Department of Premier and Cabinet
Department/Agency	Investment NSW
Division/Branch/Unit	Data Science & Visualisation
Location	Sydney
Classification/Grade/Band	Clerk Grade 5/6
Kind of Employment	Ongoing
ANZSCO Code	224412
Role Number	Various
PCAT Code	2119192
Date of Approval	3 May 2021
Agency Website	www.investment.nsw.gov.au

Agency Overview

As a central agency, Investment NSW will drive all trade and investment attraction activities within the NSW Government, which will maximise economic benefits and jobs growth.
Investment NSW will:

- target local and global businesses to drive investment
- provide rapid responses to business needs
- be a single point of accountability and one-stop-shop for the private sector
- help Australian businesses to scale up and 'go global' for maximum jobs growth
- market Sydney and NSW on the world stage as a destination for tourism, major events, business investment, international study and global talent.

Investment NSW takes advantage of NSW's successful handling of the COVID-19 pandemic and further reinforces NSW's global position as a safe and attractive place to do business. By attracting investment capital from overseas we continue to build on the strong foundations of the NSW Economic Blueprint, Global NSW and COVID-19 Recovery Plan.

The establishment of Investment NSW is a one-stop-shop for business to engage with NSW Government. We do this by bringing together several groups from across government into the Premier and Cabinet cluster.

Primary purpose of the role

Provide support and advice around data science and data management, to support and inform Departmental strategies, projects, and initiatives. The role supports the Data Scientists in obtaining and maintaining data for the work of the team as well as support on data science projects.

Key accountabilities

- Monitor data management system performance and liaise with internal stakeholders and external service providers to initiate actions and identify and rectify potential problems in order to achieve and maintain service levels.

- Support data scientists by writing & fine-tuning SQL queries and ETL pipelines / data processing jobs and ELT through Talend, Databricks

- Maintain GitHub projects and peer review code snippets and technical documents.

- Maintain, refine and generate reports of data sources used within the Data Science & Visualisation team
- Working with data scientists and data engineers to design data flows for analytics and support on projects as directed by the manager
- Support the development of new methods of data analysis by staying up to date on new research in data science and other new techniques
- Assist in research, analysis and preparation of project requirements and documentation to support the delivery of data and information management processes and projects.

Key challenges

- Providing a high level of service on a diverse range of matters in information and data management.
- Utilising effective research skills to verify data and research sources to confirm their fitness for purpose.
- Maintaining and developing the data environment which is used for the team's fundamental analysis and knowledge of machine learning and other techniques for data analysis

Key relationships

Who	Why
Internal	
Associate Director, Data Science & Visualisation	• To report progress on assigned tasks, to seek feedback and advice, and to escalate issues as required.
Market Analysis & Data Science team	• Works in close contact with the other team members, principally the Analysts, to seek direction and exchange information and feedback.
External	
Other government agencies	• To provide and obtain information and advice.
Industry associations, service providers, private enterprises, academic institutions	• To liaise on a range of external information sources for research and analysis purposes.

Role dimensions
Decision making

The role:
- In conjunction with the Associate Director, Data Science & Visualisation, plans, prioritises and manages day to day workload within agreed work and project plans.
- In consultation with Associate Director, Data Science & Visualisation, support data management solution for the team to allow responses to questions and correspondence, briefs, submissions and reports.
- Sets priorities within prescribed deadlines, in consultation with the project leader when working on specific projects.
- Decisions which are referred to a supervisor include any changes to project outcomes or timeframes, issues with the potential to escalate or create precedent, matters requiring a higher administrative or financial delegation or submission to a higher level of management

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Reporting line

Associate Director, Data Science & Visualisation

Key knowledge and experience

Fundamental knowledge of data science programming language(s) such Python, R and/or SQL. Knowledge of GitHub is also desireable.

Essential requirements

Tertiary qualification in a related field, such as data science, computer science, mathematics, statistics, or other relevant field with a significant data administration and/or statistics element.

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	**Display Resilience and Courage** Be open and honest, prepared to express your views, and willing to accept and commit to change	• Be flexible and adaptable and respond quickly when situations change • Offer own opinion and raise challenging issues • Listen when ideas are challenged and respond appropriately • Work through challenges • Remain calm and focused in challenging situations	**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	**Intermediate**

		• Use collaboration tools, including digital technologies, to work with others	
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**
	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**
Business Enablers	**Technology** Understand and use available technologies to maximise efficiencies and effectiveness	• Identify opportunities to use a broad range of technologies to collaborate • Monitor compliance with cyber security and the use of technology policies • Identify ways to maximise the value of available technology to achieve business strategies and outcomes • Monitor compliance with the organisation's records, information and knowledge management requirements	**Adept**

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**
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate

Personal Attributes	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Foundational
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
Results	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
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective project planning, coordination and control methods	Intermediate