

# Role Description

## Senior Analyst - Evaluation



Cluster	Department of Premier and Cabinet
Agency	Investment NSW
Division/ Branch/ Unit	Investment Strategy/Economic Performance/Program Evaluation Unit
Role number	Various
Classification/Grade/Band	9/10
Type of Employment	Ongoing
ANZSCO Code	224311
PCAT Code	1119192
Date of Approval	April 2021
Agency Website	<a href="http://www.investment.nsw.gov.au">www.investment.nsw.gov.au</a>

### 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

The Senior Analyst Evaluation is responsible for conducting program design and evaluation, developing policy advice and providing input into business cases to support decision-making and program design.

## Key accountabilities

- Conduct the evaluation of programs and undertake applied economic research to support evidence based policy and decision making
- Undertake and provide advice on program and policy design and evaluation, consistent with best practice and NSW Government Program Evaluation Guidelines
- Undertake the collection and analysis of quantitative and qualitative data and provide detailed analysis for reporting on process, outcome and economic evaluations using rigorous and credible program evaluation methodologies
- Develop and maintain effective working relationships and communications with key stakeholders and facilitate evaluation planning workshops with policy and program teams to support engagement with evaluation processes
- Work collaboratively to find solutions to complex problems and improvements to systems and processes, and provide technical and evaluative advice to others
- Provide evaluation support, policy advice and provide input into business cases to support the executive, senior management team, Ministers and relevant industry, other state and federal stakeholder advisory bodies

## Key challenges

- Provide considered advice and solutions in a high-volume work environment, with competing priorities and deadlines which are often changing and unpredictable
- Manage internal and external consultations and negotiations on program design and evaluation practice and processes or major initiatives issues with a wide range of stakeholders of varying philosophies and interests
- Keeping abreast of business climate developments affecting the NSW economy in order to effectively advise as appropriate, Agency Executive and other Agency clients.

## Key relationships

Who	Why
<b>Internal</b>	
Associate Director, Program Evaluation	<ul style="list-style-type: none"> <li>• Participate in discussions and decisions regarding evaluation processes and practice, policy advice and business cases</li> <li>• Escalate issues and propose solutions</li> <li>• Receive guidance and provide regular updates on key tasks, issues and priorities</li> </ul>
Work Team	<ul style="list-style-type: none"> <li>• Support team members and work collaboratively to contribute to achieving team outcomes</li> <li>• Provide and receive feedback</li> <li>• Participate in meetings, share information and provide input on issues</li> </ul>
Stakeholders	<ul style="list-style-type: none"> <li>• Respond to enquiries</li> <li>• Develop and maintain effective working relationships and open channels of communication</li> <li>• Report and provide updates on project status</li> </ul>

Who	Why
<b>External</b>	
Key external stakeholders, including DPC and other NSW Government Agencies, subject matters experts and other jurisdictions	<ul style="list-style-type: none"> <li>• Develop and maintain effective relationships and open channels of communication to foster liaison, consultation, and engagement</li> </ul>

## Role dimensions

### Decision making

The role:

- Manages own work load and sets priorities as defined by project scope
- Determines potential research and analysis method(s) and sources of data used to conduct these
- 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.

### Reporting line

This role reports to the Associate Director, Program Evaluation

### Key knowledge and experience

Demonstrated experience in program evaluation including program design, policy and business case development, and investment appraisal.

### Essential requirements

Tertiary qualifications in economics, commerce, public policy or related disciplines or equivalent knowledge and experience.

### 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.

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FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
	<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>	<b>Adept</b>
	<b>Manage Self</b> Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> <li>• Keep up to date with relevant contemporary knowledge and practices</li> <li>• Look for and take advantage of opportunities to learn new skills and develop strengths</li> <li>• Show commitment to achieving challenging goals</li> <li>• Examine and reflect on own performance</li> <li>• Seek and respond positively to constructive feedback and guidance</li> <li>• Demonstrate and maintain a high level of personal motivation</li> </ul>	<b>Adept</b>
	<b>Communicate Effectively</b> Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>• Tailor communication to diverse audiences</li> <li>• Clearly explain complex concepts and arguments to individuals and groups</li> <li>• Create opportunities for others to be heard, listen attentively and encourage them to express their views</li> <li>• Share information across teams and units to enable informed decision making</li> <li>• Write fluently in plain English and in a range of styles and formats</li> <li>• Use contemporary communication channels to share information, engage and interact with diverse audiences</li> </ul>	<b>Adept</b>

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**Work Collaboratively**

Collaborate with others and value their contribution

- Encourage a culture that recognises the value of collaboration **Adept**
- Build cooperation and overcome barriers to information sharing and communication across teams and units
- Share lessons learned across teams and units
- Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work
- Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services

**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 **Adept**
- 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

**Think and Solve Problems**

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

- Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues **Advanced**
  - Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others
  - Take account of the wider business context when considering options to resolve issues
  - Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
  - Implement systems and processes that are underpinned by high quality research and analysis
  - Look for opportunities to design innovative solutions to meet user needs and service demands
  - Evaluate the performance and effectiveness of services, policies and programs against clear criteria
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### Project Management

Understand and apply effective project planning, coordination and control methods

- Prepare and review project scope and business cases for projects with multiple interdependencies
- Access key subject-matter experts' knowledge to inform project plans and directions
- Design and implement effective stakeholder engagement and communications strategies for all project stages
- Monitor project completion and implement effective and rigorous project evaluation methodologies to inform future planning
- Develop effective strategies to remedy variances from project plans and minimise impact
- Manage transitions between project stages and ensure that changes are consistent with organisational goals
- Participate in governance processes such as project steering groups

## 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
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Value Diversity	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	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	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Adept



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Procurement and Contract  
Management

Understand and apply procurement processes to  
ensure effective purchasing and contract  
performance

Intermediate

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