

Role Description

Lead Technical Business Analyst (Data Science)

Cluster	Education
Agency	NSW Department of Education
Division/Branch/Unit	Education & Skills Reform \ Centre for Education Statistics and Evaluation \ Skills Performance and Insights \ Pathways Data Insights Unit
Role number	238206
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	224412
PCAT Code	2119192
Date of Approval	16 May 202
Agency Website	https://education.nsw.gov.au/

Agency overview

Children and young people are at the centre of all our decision-making.

- We respect and value Aboriginal people as Australia's First Nation Peoples.
- We ensure young children get the best start in life by supporting and regulating the early childhood education and care sector.
- We are the largest provider of public education in Australia with responsibility for delivering high-quality public education to two-thirds of the NSW student population. We also work closely with the non-government school sector to ensure the delivery of a high-quality and equitable education for all students.
- We also support the delivery of a skilled and employable workforce for NSW through vocational education and training and higher education.

The Centre for Education Statistics and Evaluation (CESE) provides data, evaluation and analysis to support evidence-based decision making, resource allocation and practice for early childhood education and care and education and training within NSW. It is responsible for advising the Government on the State's performance and supporting continuous performance improvement through data analysis, evaluation and research.

Primary purpose of the role

The role coordinates the business analysis effort for data science projects that explore, research and analyse students' unique journeys from school through to the workforce.

Key accountabilities

- Translate business rules and customer requirements into strategic advice, actionable objectives and succinct documentation that is meaningful to both business stakeholders and data scientists.

- Coordinate the implementation of data science projects to ensure successful business outcomes.
- Provide guidance on the use and analysis of data by fostering strong working relationships with both business partners and technical data/analytics expertise.
- Place the customer at the centre of all decision making; engage and consult with stakeholders through all project phases to ensure customer (being students, parents and the community) needs are met.
- Actively lead and contribute to the coaching and mentoring of junior analysts, data modelling and encouraging the use of best practice techniques, peer review and the development of technical and stakeholder engagement skills.
- Develop productive partnerships and ensure insights are communicated effectively to ensure that findings inform operational, policy and investment decisions in practice.
- Conduct ethical data practices to ensure quality, fair and unbiased findings that enhance student outcomes; oversee data quality and integrity, detection of algorithmic bias, and verification of analytical methods and outcomes.

Key challenges

- Providing concise advice and recommendations in a dynamic and complex working environment where users may not understand the context, assumptions and caveats associated with the data analysis products developed.
- Maintaining awareness of current data and statistical analysis trends and technologies to effectively manipulate and present information.

Key relationships

Who	Why
Internal	
Director	<ul style="list-style-type: none"> • Provide high level advice and reporting to influence and inform strategic decisions and initiatives.
Manager	<ul style="list-style-type: none"> • Provide insight with regard to narratives and visualisations, and seeks direction regarding program of work.
Team	<ul style="list-style-type: none"> • Support collaboration, and actively promote information sharing and learning.
Division staff	<ul style="list-style-type: none"> • Share information, insights and provide advice regarding students learning journeys.
Customers / Stakeholders	<ul style="list-style-type: none"> • Support the development and maintenance of effective working relationships to foster collaboration, consultation and engagement on projects and initiatives.
External	
Customers / Stakeholders	<ul style="list-style-type: none"> • Respond to requests and resolve issues in a timely and efficient manner. • Consultation, negotiation and partnership.

Role dimensions

Decision making

This role:

- has autonomy and makes decisions that are under their direct control as directed by their Manager.
- is fully accountable for the delivery of work assignments on time and to expectations in terms of quality, deliverables and outcomes.
- consults with the Manager on matters that are sensitive and/or contentious to agree on a suitable way forward.

Reporting line

Manager, Educational Pathways Insights

Direct reports

nil

Budget/Expenditure

nil

Key knowledge and experience

- Subject matter expert in data analytics approaches, implementation and data visualisation techniques.
- Experience using analytical programming languages, such as SQL, R or Python (R is preferred), SAS and data and visualisation packages e.g. Excel, Power BI, Tableau, etc.
- Knowledge of and commitment to implementing the Department's Aboriginal Education Policy and upholding the Department's Partnership Agreement with the NSW AECG and to ensure quality outcomes for Aboriginal people.

Essential requirements

- Working with Children Check

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.


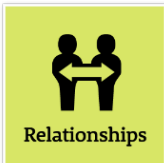
FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none"> Keep up to date with relevant contemporary knowledge and practices Look for and take advantage of opportunities to learn new skills and develop strengths Show commitment to achieving challenging goals Examine and reflect on own performance Seek and respond positively to constructive feedback and guidance Demonstrate and maintain a high level of personal motivation 	Adept
	 Relationships	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives <hr/> Work Collaboratively Collaborate with others and value their contribution	Adept <hr/> Advanced
 Results	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	<ul style="list-style-type: none"> Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others 	Advanced


		<ul style="list-style-type: none"> 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 	
	Technology Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> 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
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
	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
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Adept
	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
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Adept