

# Role Description

## Senior Power BI Developer



Cluster	Education
Agency	NSW Education Standards Authority
Division/Branch/Unit	Curriculum Reform
Role number	C1706
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	249111
PCAT Code	1119192
Date of Approval	April 2023
Agency Website	<a href="https://educationstandards.nsw.edu.au">educationstandards.nsw.edu.au</a>

### Agency overview

The NSW Education Standards Authority (NESA) is an independent statutory authority responsible for the curriculum, assessment, teacher accreditation and regulatory standards in NSW schools, and accreditation of early childhood educators. NESA is responsible for developing policies and initiatives for evaluating and improving quality teaching and student learning across all schools and school sectors. NESA was formally established on 1 January 2017, in response to the need to adopt a more strategic and outward-looking focus, greater clarity of regulatory roles and responsibilities, and streamlined processes and systems.

### Primary purpose of the role

The Senior Power BI Developer is accountable for the structural design and continued development of technical solutions employed to transform project and financial source data into relevant program insights via interactive easy to understand Power BI dashboards and reports as part of NESA's program of curriculum reform. They are a proactive, and hardworking team player with strong analytical, business intelligence, and Power BI development skills working with internal stakeholders across all levels. They are well-versed in Power BI applications and have a solid understanding of privacy and data governance principles.

### Key accountabilities

- Understand and interpret business requirements in the context of Power BI and create data models to transform raw data into relevant insights.
- Participate in design discussions, understand application source data, and create Power BI dashboards and interactive visual reports using filters and visualisations - design, build and deploy.
- Convert business needs into technical specifications and establish a timetable for job completion.
- Use Power BI and run DAX queries and functions.
- Develop new and improve existing dashboards and reports in Power BI to support management objectives and aid decision making.
- Make technological adjustments to current BI processes to improve performance.
- Create documentation with explanations of algorithms, parameters, models, and relationships.

## Key challenges

- This position will demand critical thinking skills, having the ability to quickly understand existing data sources, models, and systems.
- Work with key stakeholders and subject matter experts to enable delivery of required changes to current dashboards and reports under a tight deadline.
- Develop solutions that support a range of program management and budgeting processes contributing to an overall improvement in data insights and decision-making tools for management.

## Key relationships

Who	Why
<b>Internal</b>	
Manager	<ul style="list-style-type: none"><li>• Interpret and apply the agreed ICT architecture</li><li>• Escalate issues, keep informed, advise, and receive instructions</li><li>• Participate in meetings and discussions to share information and provide input and feedback</li></ul>
Work Team	<ul style="list-style-type: none"><li>• Support team, work collaboratively to contribute to achieving multiple teams' business outcomes</li><li>• Participate in meetings to obtain the work group perspective and share information.</li><li>• Actively support projects and solution architects with definition and guidance to align delivery within enterprise architecture.</li></ul>
<b>External</b>	
Client/Customers	<ul style="list-style-type: none"><li>• Provide a client-focused approach to service delivery.</li><li>• Manage expectations, resolve, and provide solutions.</li><li>• Provide information and guidance regarding relevant policies, practices, and standards.</li></ul>

## Role dimensions

### Reporting line

Program Manager, Finance and Reporting then into Director, Curriculum Production Operations.

### Direct reporting

None.

## 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.




This role also utilises an occupation specific capability set which contains information from the Skills Framework for the Information Age (SFIA). The capability set is available at [www.psc.nsw.gov.au/capabilityframework/ICT](http://www.psc.nsw.gov.au/capabilityframework/ICT)

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	<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>	Intermediate
 Relationships	<b>Communicate Effectively</b>  Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> <li>Present with credibility, engage diverse audiences and test levels of understanding</li> <li>Translate technical and complex information clearly and concisely for diverse audiences</li> <li>Create opportunities for others to contribute to discussion and debate</li> <li>Contribute to and promote information sharing across the organisation</li> <li>Manage complex communications that involve understanding and responding to multiple and divergent viewpoints</li> <li>Explore creative ways to engage diverse audiences and communicate information</li> <li>Adjust style and approach to optimise outcomes</li> <li>Write fluently and persuasively in plain English and in a range of styles and formats</li> </ul>	Advanced
 Results	<b>Plan and Prioritise</b>  Plan to achieve priority outcomes	<ul style="list-style-type: none"> <li>Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work</li> <li>Initiate, prioritise, consult on and develop team and unit goals, strategies and plans</li> </ul>	Adept


## FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	and respond flexibly to changing circumstances	<ul style="list-style-type: none"> <li>Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses</li> <li>Ensure current work plans and activities support and are consistent with organisational change initiatives</li> <li>Evaluate outcomes and adjust future plans accordingly</li> </ul>	
	<b>Deliver Results</b>  Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> <li>Use own and other's expertise to achieve outcomes, and take responsibility for delivering intended outcomes</li> <li>Make sure staff understand expected goals and acknowledge staff success in achieving these</li> <li>Identify resource needs and ensure goals are achieved within set budgets and deadlines</li> <li>Use business data to evaluate outcomes and inform continuous improvement</li> <li>Identify priorities that need to change and ensure the allocation of resources meets new business needs</li> <li>Ensure that the financial implications of change</li> </ul>	<b>Adept</b>
	<b>Technology</b>  Understand and use available technologies to maximise efficiencies and effectiveness	<ul style="list-style-type: none"> <li>Champion the use of innovative technologies in the workplace</li> <li>Actively manage risk to ensure compliance with cyber security and acceptable use of technology policies</li> <li>Keep up to date with emerging technologies and technology trends to understand how their application can support business outcomes</li> <li>Seek advice from appropriate subject-matter experts on using technologies to achieve business strategies and outcomes</li> <li>Actively manage risk of breaches to appropriate records, information and knowledge management systems, protocols and policies</li> </ul>	<b>Advanced</b>

## Occupation specific focus capability set

Capability Set/ Skill	Category and Sub-Category	Level Descriptions	Level and Code
<b>Information governance</b>  	Strategy and architecture	<ul style="list-style-type: none"> <li>Understands the implications of information, both internal and external, that can be mined from business systems and elsewhere.</li> </ul>	Level 5
	Information strategy	<ul style="list-style-type: none"> <li>Makes decisions based on that information, including the need to make changes to the systems.</li> </ul>	IRMG
<b>Enterprise and business architecture</b>  	Strategy and architecture	<ul style="list-style-type: none"> <li>Contributes to the creation and review of a systems capability strategy which meets the strategic requirements of the business.</li> </ul>	Level 5
	Business strategy and planning	<ul style="list-style-type: none"> <li>Develops models and plans to drive the execution of the strategy, taking advantage of opportunities to improve business performance.</li> <li>Takes responsibility for investigative work to determine requirements and specify effective business processes, through improvements in information systems, data management, practices, procedures, organisation and equipment.</li> </ul>	STPL
<b>Data management</b>  	Strategy and architecture	<ul style="list-style-type: none"> <li>Devises and implements master data management processes, including classification, security, quality, ethical principles, retrieval and retention processes.</li> </ul>	Level 5
	Technical strategy and planning	<ul style="list-style-type: none"> <li>Derives data management structures and metadata to support consistency of information retrieval, combination, analysis, pattern recognition and interpretation, throughout the organisation.</li> <li>Plans effective data storage, sharing and publishing within the organisation.</li> <li>Independently validates external information from multiple sources.</li> <li>Assesses issues which might prevent the organisation from making maximum use of its information assets.</li> </ul>	DATM
<b>Information assurance</b>  	Strategy and architecture	<ul style="list-style-type: none"> <li>Interprets information assurance and security policies and applies these in order to manage risks.</li> </ul>	Level 5
	Information strategy		INAS





## Occupation specific focus capability set

Capability Set/ Skill	Category and Sub-Category	Level Descriptions	Level and Code
<b>Solution architecture</b>  	Strategy and architecture	<ul style="list-style-type: none"> <li>Leads the development of solution architectures in specific business, infrastructure, or functional areas.</li> </ul>	Level 5
	Technical strategy and planning	<ul style="list-style-type: none"> <li>Ensures that appropriate tools and methods are available, understood and employed in architecture development.</li> <li>Within a change programme, leads the preparation of technical plans and, in liaison with business assurance and project staff, ensures that appropriate technical resources are made available.</li> <li>Provides advice on technical aspects of solution development and integration (including requests for changes, deviations from specifications, etc.) and ensures that relevant technical strategies, policies, standards and practices (including security) are applied correctly.</li> </ul>	ARCH

## 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
 <b>Personal Attributes</b>	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	<b>Adept</b>
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	<b>Intermediate</b>
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences, and perspectives	<b>Intermediate</b>
 <b>Relationships</b>	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	<b>Adept</b>
	Work Collaboratively	Collaborate with others and value their contribution	<b>Adept</b>
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	<b>Adept</b>
 <b>Results</b>	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	<b>Adept</b>
	Think and Solve Problems	Think, analyse, and consider the broader context to develop practical solutions	<b>Adept</b>
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy, and guidelines	<b>Adept</b>
 <b>Business Enablers</b>	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	<b>Intermediate</b>
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	<b>Intermediate</b>
	Project Management	Understand and apply effective planning, coordination, and control methods	<b>Adept</b>