

# Role Description

## Reporting Analyst

Cluster	Transport
Agency	Transport for NSW
Division/Branch/Unit	Infrastructure & Services/Finance & Commercial/ PMG
Location	Sydney
Classification/Grade/Band	Grade 8
Role Number	
ANZSCO Code	599411
PCAT Code	1224992
Date of Approval	November 2015
Agency Website	<a href="http://www.transport.nsw.gov.au">www.transport.nsw.gov.au</a>

### Agency overview

Transport for NSW is the centrepiece of a reshaped transport cluster. It is responsible for setting the strategic direction and guiding an extended network of public and private service delivery agencies to deliver improved transport outcomes.

### Primary purpose of the role

The primary purpose of the role is to perform data collection, maintenance, analysis, validation and distribution as it relates to program and project performance data across the areas of cost, time and performance.

### Key accountabilities

- Live the NSW Public Sector and organisational values to achieve outstanding outcomes for the organisation and customers
- Provide data and analysis input into recurring reporting deliverables (having weekly, monthly, quarterly, 6-monthly and annual reporting cycles) including ad-hoc reporting requests.
- Maintain the content and working of the information systems used to gather cost, time and performance data on programs and projects
- Maintain regular liaison with and training of various personnel across the organisation, cross referencing information weekly to ensure all data is accurately captured
- Assist in defining and developing reporting strategies and contribute to reporting solutions for business strategy and program/project decision makers
- Provide support to the Reporting & Analysis Manager in the interpretation of trends, problem areas and opportunities from the data gathered from financial and other business systems used by the division
- Maintain the quality and accuracy of Infrastructure & Place program and project data, supporting the integrity of the underlying systems and processes
- Engage internal business stakeholders regarding requirements gathering, report design, testing and deployment to ensure that reporting requirements are understood and met

## Key challenges

- Developing and maintaining strong working relationships with deployed specialist resources, project and branch management teams, and the wider TfNSW community to enhance technical knowledge.
- Building effective relationships to understand customer needs and requirements to deliver customer focussed outcomes.

## Key relationships

Who	Why
<b>Internal</b>	
Infrastructure & Place; Project Management	<ul style="list-style-type: none"><li>• Escalate issues, keep informed, advise and receive instructions</li><li>• Provide regular updates on issues and resolutions</li></ul>
Work Team	<ul style="list-style-type: none"><li>• Participate in meetings to represent work group perspective and share information</li><li>• Participate in discussions and decisions regarding implementation of innovation and best practice</li></ul>
<b>External</b>	
Other Divisions within TfNSW, service providers, providers of specialist contracting and consultancy services, other government agency (State and Commonwealth); private sector groups; corporate and industry associations	<ul style="list-style-type: none"><li>• Participate in forums, groups to represent agency and share information</li><li>• Provide advice and respond to requests for information</li></ul>

## Role dimensions

### Decision making

As per the delegations of the role

### Reporting line

The role reports to the Reporting & Analysis Manager

### Direct reports

The role has no direct reports

### Budget/Expenditure

The budget/expenditure allocation for this role is to be confirmed

## Essential requirements

Tertiary qualification in Commerce, Business Analysis, Project Management or relevant discipline, or relevant experience.





## 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](http://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
	<b>Act with Integrity</b>	<b>Adept</b>
	<b>Manage Self</b>	<b>Adept</b>
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	<b>Commit to Customer Service</b>	<b>Adept</b>
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Intermediate
 Results	<b>Deliver Results</b>	<b>Adept</b>
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Intermediate</b>
	Demonstrate Accountability	Intermediate
 Business Enablers	<b>Finance</b>	<b>Adept</b>
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Intermediate

### 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
<b>Personal Attributes</b>	Adept	<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>Demonstrate professionalism to support a culture of integrity within the team/unit</li> </ul>
Act with Integrity		

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> <li>Set an example for others to follow and identify and explain ethical issues</li> <li>Ensure that others understand the legislation and policy framework within which they operate</li> <li>Act to prevent and report misconduct, illegal and inappropriate behaviour</li> </ul>
<b>Personal Attributes</b> Manage Self	Adept	<ul style="list-style-type: none"> <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 a high level of personal motivation</li> </ul>
<b>Relationships</b> Commit to Customer Service	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering high quality customer-focused services</li> <li>Understand customer perspectives and ensure responsiveness to their needs</li> <li>Identify customer service needs and implement solutions</li> <li>Find opportunities to co-operate with internal and external parties to improve outcomes for customers</li> <li>Maintain relationships with key customers in area of expertise</li> <li>Connect and collaborate with relevant stakeholders within the community</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>Encourage a culture of recognising the value of collaboration</li> <li>Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>Share lessons learned across teams/units</li> <li>Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Results</b> Deliver Results	Adept	<ul style="list-style-type: none"> <li>Take responsibility for delivering on intended outcomes</li> <li>Make sure team/unit staff understand expected goals and acknowledge success</li> <li>Identify resource needs and ensure goals are achieved within budget and deadlines</li> <li>Identify changed priorities and ensure allocation of resources meets new business needs</li> <li>Ensure financial implications of changed priorities are explicit and budgeted for</li> <li>Use own expertise and seek others' expertise to achieve work outcomes</li> </ul>
<b>Results</b> Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> <li>Research and analyse information and make recommendations based on relevant evidence</li> <li>Identify issues that may hinder completion of tasks and find appropriate solutions</li> <li>Be willing to seek out input from others and share own ideas</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		to achieve best outcomes
		<ul style="list-style-type: none"> <li>Identify ways to improve systems or processes which are used by the team/unit</li> </ul>
<b>Business Enablers</b> Finance	Adept	<ul style="list-style-type: none"> <li>Understand core financial terminology, policies and processes, and display a knowledge of relevant recurrent and capital financial measures</li> <li>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</li> <li>Understand and apply financial audit, reporting and compliance obligations</li> <li>Identify discrepancies or variances in financial and budget reports, and take corrective action where appropriate</li> <li>Seek specialist advice and support where required</li> <li>Make decisions and prepare business cases paying due regard to financial considerations</li> </ul>