

Role Description

Data Analyst

Cluster	Education
Division/Branch/Unit	Centre for Education Statistics and Evaluation
Location	Sydney CBD
Classification/Grade/Band	Clerk Grade 7/8
Senior Executive Work Level Standards:	Work Contribution Stream: www.psc.nsw.gov.au/wls
Kind of Employment	Ongoing
ANZSCO Code	511112
Role Number	162820
PCAT Code	TBA
Date of Approval	12 January 2016
Agency Website	www.det.nsw.edu.au

Overview

The NSW Department of Education serves the community by leading the provision of world-class education. The department protects young children by regulating preschool and long day care providers. Once children move into school, we provide them with a world-class primary and secondary education. We also work to advance the wellbeing of Aboriginal people.

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 is responsible for undertaking statistical analysis to contribute to CESE's research and evaluation projects across early childhood, education and training.

Key accountabilities

- Undertake research and statistical analyses to support the program evaluation work being undertaken by CESE
- Effectively communicate analysis to a wide range of stakeholders and senior audiences using a range of written, verbal and visual methods, and to publication standard.
- Build effective relationships and work collaboratively across the Directorate, with staff across the Department and a wide range of external stakeholders to ensure that projects are delivered in a timely and quality manner.
- Prepare submissions, reports, briefings, speeches and correspondence in a timely fashion to provide advice on education and training issues to senior staff, and to support the effective operations of the Centre for Education Statistics and Evaluation.
- Undertake project work to support the effective delivery of the Centre's high level projects.

Key challenges

- Managing competing, and at times conflicting priorities, within agreed timeframes and to the required standard.
- Working collaboratively in cross-directorate and cross-portfolio teams.
- Maintaining an up to date knowledge of current and emerging trends to ensure that the analytical work supporting the development of the Directorate's proposals, projects and publications is based on up to date contemporary national and international practice.

Key relationships

Who	Why
Internal	
Staff in CESE and other areas across the Department	<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	
NSW Central agencies, Commonwealth, other states and territory agencies and non-government education stakeholders	<ul style="list-style-type: none">• Support the development and maintenance of effective working relationships to foster collaboration, consultation and engagement on project and initiatives.• Support the identification of stakeholder views to inform project development.

Role dimensions

Decision making

The role:

- acts independently in performing its core work functions and applies specialised knowledge, skills and professional judgement to achieve outcomes
- consults with the Director on matters that are sensitive and /or contentious to agree on a suitable way forward.

Reporting line

The role reports to a Senior Data Analyst.

Direct reports

The role has no direct reports but will work as part of a team.

Budget/Expenditure

The role has financial delegations in accordance with the Department's policy.

Essential requirements





Knowledge of and commitment to the Department's Aboriginal education policies. |

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

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. Further information about the NSW Capability Framework can be found at <http://www.psc.nsw.gov.au/Sector-Support/Capability-Framework>.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Adept
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Foundational
	Work Collaboratively	Adept
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Adept
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	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
Personal Attributes Display Resilience and Courage	Intermediate	<ul style="list-style-type: none"> • Be flexible and adaptable and respond quickly when situations change • Offer own opinion and raise challenging issues • Listen when ideas are challenged and respond in a reasonable way • Work through challenges • Stay calm and focused in the face of challenging situations
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> • Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Encourage a culture of recognising the value of collaboration • Build co-operation and overcome barriers to information sharing and communication across teams/units • Share lessons learned across teams/units • Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Results Think and Solve Problems	Adept	<ul style="list-style-type: none"> • Research and analyse information, identify interrelationships and make recommendations based on relevant evidence • Anticipate, identify and address issues and potential problems and select the most effective solutions from a range of option • Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Business Enablers Technology	Intermediate	<ul style="list-style-type: none"> Identify and share business process improvements to enhance effectiveness Apply computer applications that enable performance of more complex tasks Apply practical skills in the use of relevant technology Make effective use of records, information and knowledge management functions and systems Understand and comply with information and communications security and acceptable use policies Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies
Business Enablers Project Management	Intermediate	<ul style="list-style-type: none"> Perform basic research and analysis which others will use to inform project directions Understand project goals, steps to be undertaken and expected outcomes Prepare accurate documentation to support cost or resource estimates Participate and contribute to reviews of progress, outcomes and future improvements Identify and escalate any possible variance from project plans