Role Description
Senior Data Analyst

Cluster	Planning, Housing and Infrastructure
Agency	NSW Reconstruction Authority
Division/Branch/Unit	Various
Role number	Various
Classification/Grade/Band	Clerk Grade 9/10
ANZSCO Code	511112
PCAT Code	1229192
Date of Approval	6 December 2023 (formatting update July 2024)
Agency Website	www.nsw.gov.au/nsw-reconstruction-authority

Agency overview

The NSW Reconstruction Authority (the Authority) is a statutory corporation within Planning, Housing and Infrastructure. The Authority will improve how NSW plans for disasters and help communities to recover from them faster.

To reduce the severity and impacts of disasters, the Authority will complete critical planning and preparation with communities, NGOs, businesses, and government. When disaster does strike, we will get recovery started swiftly and coordinate reconstruction efforts across agencies, communities, and other stakeholders.

Primary purpose of the role

Provides statistical modelling and quantitative analysis underpinning disaster risk assessment in NSW, including sourcing, curating and integrating data, and developing metrics, data-driven insights and decision-oriented outputs.

Key accountabilities

- Design and develop frameworks and methods to assess multi-hazard natural disaster risk across the built, social, economic and environmental domains, direct and indirect, and tangible and intangible impacts.
- Curate, combine and transform data from disparate sources to create hazard, exposure and risk metrics to inform disaster risk assessment and reduction decision making.
- Analyse probabilistic, spatial and non-spatial data to generate insights to identify trends, patterns and drivers of risk, improving the Authority's understanding of multi-hazard risk in NSW.
- Generate novel datasets using statistical and machine learning methods.
- Design and produce datasets, dashboards and reports that inform decision making for disaster adaptation and mitigation.

Key challenges

- Effectively balance competing demands and work in fast paced and high-pressure environments while championing evidence-based and data driven decision making.
- Developing methods and processes to provide quality assurance on curated data and analytical insights.
- Optimise time and resources across competing analytical priorities.
- Work collaboratively with internal and external stakeholders with often competing priorities.

Key relationships

Who	Why
Internal	
Manager	• Escalate issues and receive instructions; receive and clarify guidance and instructions; report on progress against work plans
Work Team	• Share ideas and information and work collaboratively to enhance team outcomes
Divisional staff	• Facilitate the exchange of ideas and information to foster a culture of continuous improvement, achievement and resilience. • Influence outcomes through collaboration when there are conflicting interests and opinions.
External	
Government and public sector	• Ensure effective, collaborative relationships and partnerships with other stakeholders to facilitate the exchange of information and to maintain positive relationships. • Enable continuous improvement by sharing information and learnings
Local Governments and Joint Organisations	• Act as a point of contact for technical data modelling issues and queries • Work collaboratively and foster strong relationships to facilitate the exchange of information, achievement of joint priorities and promote RA as an enabling agency.
Non-government, business and industry and community sectors	• Work collaboratively and foster strong relationships to facilitate the exchange of information, achievement of joint priorities and promote RA as an enabling agency.
Vendors / Service Providers	• Act as a point of contact for technical issues and queries • Ensure that service providers are engaged in accordance with the relevant internal, legislative, and NSW Procurement principles and requirements • Ensure service delivery in accordance with the contractual arrangements. • Consult, give and obtain information, negotiate required outcomes and timeframes and develop and maintain ongoing working relationships and networks

Role dimensions

Decision making

- Has a high level of autonomy and is accountable for the delivery of work assignments and projects on time, and to expectations in terms of quality, deliverables and outcomes.
- Acts independently to determine day-to-day priorities, negotiate matters related to area of responsibility and makes decisions in relation to the quality of work outcomes.
- Maintains a degree of independence to develop a suitable approach in managing the workload, as well as that of supervised staff, and provision of advice and recommendations as well as input to the development of relevant systems, frameworks, team planning and projects.
- Determines own actions undertaken, within government and legislative policies, and for ensuring quality control in the implementation of own, and any staff supervised, workload.

Reporting line

Manager

Direct reports

N/A

Budget/Expenditure

- Financial Delegation: As per agency financial delegations.
- Administrative Delegation: As per agency delegations' manual.

Knowledge and experience

- Experience in Data Warehouse design and development including pipelines, design of dashboards using visualisation tools such as Tableau, Power BI or Qlik Sense, within a cloud computing environment.

Essential requirements

- Tertiary qualifications in Computer Science, data analytics, or equivalent data analytics 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.

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural Indicators	Level
Personal Attributes	**Act with Integrity** Be ethical and professional, and uphold and promote the public sector values	Represent the organisation in an honest, ethical and professional way and encourage others to do so Act professionally and support a culture of integrity Identify and explain ethical issues and set an example for others to follow Ensure that others are aware of and understand the legislation and policy framework within which they operate Act to prevent and report misconduct and illegal and inappropriate behaviour	**Adept**
Relationships	**Communicate Effectively** Communicate clearly, actively listen to others, and respond with understanding and respect	Tailor communication to diverse audiences Clearly explain complex concepts and arguments to individuals and groups Create opportunities for others to be heard, listen attentively, and encourage them to express their views Share information across teams and units to enable informed decision making Write fluently in plain English and in a range of styles and formats Use contemporary communication channels to share information, engage and interact with diverse audiences	**Adept**
	Work Collaboratively Collaborate with others and value their contribution	Encourage a culture that recognises the value of collaboration 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	**Adept**
	Influence and Negotiate Gain consensus and commitment from others, and resolve issues and conflicts	Use facts, knowledge and experience to support recommendations Work towards positive and mutually satisfactory outcomes Identify and resolve issues in discussion with other staff and stakeholders Identify others' concerns and expectations Respond constructively to conflict and disagreements and be open to compromise Keep discussions focused on the key issues	**Intermediate**
Results	**Think and Solve Problems** Think, analyse and consider the broader context to develop practical solutions	Research and apply critical-thinking techniques in analysing information, identify interrelationships and make recommendations based on relevant evidence Anticipate, identify and address issues and potential problems that may have an impact on organisational objectives and the user experience Apply creative-thinking techniques to generate new ideas and options to address issues and improve the user experience Seek contributions and ideas from people with diverse backgrounds and experience Participate in and contribute to team or unit initiatives to resolve common issues or barriers to effectiveness	**Adept**

		Identify and share business process improvements to enhance effectiveness	
Business Enablers	**Project Management** Understand and apply effective planning, coordination and control methods	Understand all components of the project management process, including the need to consider change management to realise business benefits Prepare clear project proposals and accurate estimates of required costs and resources Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements Identify and evaluate risks associated with the project and develop mitigation strategies Identify and consult stakeholders to inform the project strategy Communicate the project's objectives and its expected benefits Monitor the completion of project milestones against goals and take necessary action Evaluate progress and identify improvements to inform future projects	**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**
Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	**Adept**
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	**Adept**
	Value Diversity and Inclusion	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**
Results	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**

NSW GOVERNMENT

	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	**Adept**
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	**Intermediate**