Role Description
Performance Analyst

Cluster	Planning, Industry and Environment
Agency	Department of Planning, Industry and Environment
Division/Branch/Unit	Planning & Assessment / Office of Local Government
Location	Nowra
Classification/Grade/Band	Clerk Grade 5/6
Kind of Employment	Ongoing
Role Number	Generic
ANZSCO Code	224412
PCAT Code	2319192
Date of Approval	December 2014 (updated August 2020)
Agency Website	www.dpie.nsw.gov.au www.olg.nsw.gov.au

Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

The Office of Local Government is responsible for local government across NSW. The Office has a policy, legislative, investigative and program focus in matters ranging from Local Government finance, infrastructure, governance, performance, collaboration and community engagement. The Office strives to work collaboratively with the Local Government sector and is the key adviser to the NSW Government on Local Government matters.

Primary purpose of the role

The Performance Analyst is responsible for assisting in the review of council's short and long term performance and ensuring that councils comply with relevant statutory requirements, probity and due diligence.

Key accountabilities

- Provide support to the team by participating in targeted council reviews that support councils and ensure compliance with relevant statutory requirements, probity and due diligence.
- Collate, interpret and analyse data to make recommendations and contribute to the preparation of information, projects and briefs to support informed decision making.

- Produce well written, accurate and timely correspondence, briefs and supporting documents to facilitate evidence based decision making.
- Review and assess statutory applications and ensure their compliance with all relevant criteria.
- Undertake research, evaluation and analysis to identify emerging issues and prepare recommendations.
- Establish and maintain effective relationships with councils providing timely and accurate information and advice.
- Contribute ideas to assist with the development and maintenance of team systems, policies and business processes to improve operational efficiency and effectiveness.

Key challenges

- Working within a complex, dynamic environment with competing priorities and deadlines.
- Maintaining current knowledge of contemporary trends and developments in relation to the ongoing implementation of local government reform.

Key relationships

Who	Why
Internal	
Manager	- Respond to requests and report on implementation progress. - Performance management rests with the Manager.
Team members	- Work as a team member to support team programs and projects - Participate in team meetings to share information and ideas to improve program, service delivery and work outcomes
External	
Councils	- Maintain key relationships as agreed with manager and provide timely advice as requested.

Role dimensions

Decision making

The Performance Analyst is accountable for providing timely, efficient support and assistance in the analysis and review of council performance and compliance within relevant statutory requirements.

Reporting line

The Performance Analyst reports to the Manager.   The role may also report to other Managers within the Office on individual projects.

Direct reports

This role has no direct reports.

Budget/Expenditure

Nil

Key knowledge and experience

- Well-developed information technology skills, sound experience with various software packages and the ability to adapt to new software systems quickly.
- Sound understanding of the mechanisms of government.
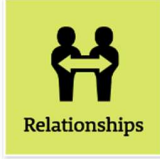
Capabilities for the role

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	• 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	**Work Collaboratively** Collaborate with others and value their contribution	• Build a supportive and cooperative team environment • Share information and learning across teams • Acknowledge outcomes that were achieved by effective collaboration • Engage other teams and units to share information and jointly solve issues and problems • Support others in challenging situations	Intermediate

		• Use collaboration tools, including digital technologies, to work with others	
Results	**Think and Solve Problems** Think, analyse and consider the broader context to develop practical solutions	• Identify the facts and type of data needed to understand a problem or explore an opportunity • Research and analyse information to make recommendations based on relevant evidence • Identify issues that may hinder the completion of tasks and find appropriate solutions • Be willing to seek input from others and share own ideas to achieve best outcomes • Generate ideas and identify ways to improve systems and processes to meet user needs	Intermediate
Business Enablers	**Technology** Understand and use available technologies to maximise efficiencies and effectiveness	• 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**
Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
Relationships	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Intermediate
	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Foundational
	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Foundational
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
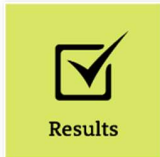
Results	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Foundational
Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Foundational
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate

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