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| **Cluster** | Planning Industry and Environment |
| **Agency** | Department of Planning Industry and Environment |
| **Division/Branch/Unit** | Planning and Assessment/ Office of Local Government |
| **Location** | Nowra |
| **Classification/Grade/Band** | Clerk Grade 7/8 |
| **Role Number** | 23232 |
| **ANZSCO Code** | 221112 |
| **PCAT Code** | 2113392 |
| **Date of Approval** | 08 December 2014 (updated February 2021) |
| **Agency Website** | 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.

Located in Nowra, OLG works collaboratively with the Local Government sector and is the key advisor to the NSW Government on Local Government matters, working to strengthen the performance, integrity and sustainability of local councils in NSW. OLG’s organisational purpose is "To strengthen the Local Government Sector" by achieving the outcome of "Successful councils engaging and supporting their communities.

Primary purpose of the role

The Senior Performance Analyst undertakes reviews and analysis of councils’ short and long term performance, contributes to the implementation of performance measurement frameworks and ensures that councils comply with relevant statutory requirements, probity and due diligence.

# Key accountabilities

* Participate in reviews of councils’ performance and assess compliance with relevant provisions of the Local Government Act 1993, identify issues and follow up with councils and recommend specific actions where appropriate.
* Provide high quality, timely responses to enquiries, including correspondence, briefings, and requests for advice from the OLG Executive and the Minister’s office.
* Participate in project, policy and program development planning, including scoping, stakeholder consultation, developing and managing project budgets, and key milestone reporting.
* Provide timely, specialist advice regarding local government administration including advice on the capacity of local government legislation, policies and practices to provide desired outcomes and recommend appropriate changes.

Key challenges

* Manage multiple tasks with competing priorities and varying levels of complexity, ensuring tasks are completed in set timeframes and to a high standard.
* Exercise sound judgement in dealing with politically sensitive and contentious issues.
* Work in an environment undergoing fundamental reform against a background of scarce resources and a high level of community expectations.

Key relationships

| Who | Why |
| --- | --- |
| **Internal** |  |
| Manager | * Respond to requests and report on implementation progress. * Performance management rests with the relevant manager/leader. |
| Other OLG staff | * Engage in policy development and/or program/project implementation. |
| **External** |  |
| Councils and other agencies | * Maintain key relationships as agreed with manager/leader. |

# Role dimensions

## Decision making

The Senior Performance Analyst is accountable for the timely and efficient analysis, review and reporting on council performance and complex statutory compliance matters. Outputs are expected to be prepared in draft form with minimal input required from the supervisor.

## Reporting line

This role reports to the relevant Manager for their overall performance, and may also report to other Managers within the Office on individual projects, as directed.

## Direct reports

Nil

## Budget/Expenditure

This role has no budgetary responsibility, however the Senior Performance Analyst will be responsible for accounting for any expenditure made using a Corporate credit card or petty cash in line with OLG policies.

Key knowledge and experience

* Knowledge and understanding of the mechanisms of government, its operating environment and governing legislation.

Essential requirements

* Appropriate tertiary qualifications or equivalent, relevant professional experience and training.

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-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** |
|  | **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 |
|  | **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 |
|  | **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  Identify and share business process improvements to enhance effectiveness | Adept |
|  | **Finance**  Understand and apply financial processes to achieve value for money and minimise financial risk | | Understand core financial terminology, policies and processes, and display knowledge of relevant recurrent and capital financial measures  Understand the impacts of funding allocations on business planning and budgets  Identify discrepancies or variances in financial and budget reports, and take corrective action  Know when to seek specialist advice and support and establish the relevant relationships  Make decisions and prepare business cases, paying due regard to financial considerations | Adept |
| **Technology**  Understand and use available technologies to maximise efficiencies and effectiveness | | Demonstrate a sound understanding of technology relevant to the work unit, and identify and select the most appropriate technology for assigned tasks  Use available technology to improve individual performance and effectiveness  Make effective use of records, information and knowledge management functions and systems  Support the implementation of systems improvement initiatives, and the introduction and roll-out of new technologies | Intermediate |

# 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** |
|  | 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 | Foundational |
|  | 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 | Intermediate |
|  | Deliver Results | | Achieve results through the efficient use of resources and a commitment to quality outcomes | Intermediate |
| 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 |
|  | 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 | Adept |