

Role Description

Data Analyst

Cluster	Premier's Department
Agency	Law Enforcement Conduct Commission
Division/Team	CEO/Information Technology
Location	Sydney CBD
Classification/Grade/Band	Clerk 7/8
Kind of Employment	Ongoing
ANZSCO Code	224999
PCAT Code	
Date of Approval	November 2025

Department/Agency overview

The Law Enforcement Conduct Commission (LECC) is an independent body exercising royal commission powers to detect, investigate and expose serious misconduct within the NSW Police Force and the NSW Crime Commission. The LECC also independently monitors and reviews the investigation of complaints by the NSW Police Force and the NSW Crime Commission about the conduct of their officers. In doing so the LECC recognises the primary responsibility of those agencies to investigate and prevent officer misconduct and corruption within those agencies, while providing for oversight of those functions.

The LECC works collaboratively with the NSW Police Force and the NSW Crime Commission to educate and promote the prevention and elimination of officer misconduct, particularly through the identification of systemic issues that are likely to be conducive to the occurrence of officer misconduct and corruption. The LECC also undertakes independent, real time monitoring of critical incident investigations undertaken by the NSW Police Force, and can make reports on the conduct of critical incident investigations by the NSW Police Force.

The LECC plays a key role in strengthening the integrity of law enforcement in NSW.

Primary purpose of the role

The Data Analyst role delivers data related services to uplift the business intelligence capabilities of the Commission's operational teams and corporate services. The Data Analyst will ensure that data sources provide accurate and reliable information by using analytical, statistical and programming skills. The Data Analyst will have a passion for data visualisation and will be overseeing the projects from end-to-end including mapping business processes, conducting requirements analysis with stakeholders, developing models, interpreting data into actionable metrics, and providing documentation.

Key accountabilities

- Undertake data analysis and generate high-quality reports to support the achievement of the Commission's strategic plans and agency's objectives
- Deliver automated, consistent and secure services that provide valuable insights
- Collaborate, liaise and engage with a range of stakeholders to facilitate data collection and analysis
- Pro-actively identify innovation opportunities, providing new insights and ideas on the improvement of existing and future services
- Write, update and maintain technical program and operational procedures
- Assist with database and systems administration, and migration activities
- Provide ad-hoc data as required through the creation of automated or semi-automated functions

- Provide training and guidance for use of reporting tools, as well as assisting Helpdesk on data extraction and reporting enquiries
- Implement solutions adhering to the LECC's Information Security Management framework with supervision from Manager IT and other relevant stakeholders to ensure effective management of information and data

Key challenges

- Understanding the LECC's core business processes and target outcomes in order to deliver appropriate business solutions and business intelligence capabilities to effectively capture, extract and utilise information
- Collaborate with key business and IT stakeholders to develop, maintain and optimise data integrity, data collection, analysis, and visualisation
- Providing high quality and professional services to support all clients and ensure the provision of reliable and timely solutions and advice within allowable resources

Key relationships

Who	Why
Internal	
Manager IT	• Work priorities and progress • Matters requiring review • Provide information and advice
IT colleagues	• Matters requiring review • Exchange information and advice
LECC employees	• Provide information and advice • Gather reporting requirements
External	
NSW Government Agency IT Professionals	• Coordinate data analysis tasks with other integrity agencies • Provide and receive information and advice
Other IT Professionals	• Discussing best practice in IT solutions • Provide and receive information
Service Providers and Suppliers	• Training, problem resolution and support services advice

Role dimensions

Decision making

The Data Analyst role exercises day to day independence in decision making relating to the provision of robust, secure business systems which meet the operational needs of the LECC. Decisions regarding operational strategies and service deliveries are made in conjunction with the Manager IT and other IT colleagues as appropriate.

The Data Analyst works with a reasonable level of autonomy and must provide reliable and timely delivery of data analytics services and generated reports. Guided by policies, procedures and precedents, the Data Analyst will apply knowledge, logic, sound judgement and initiative in resolving problems and in providing recommendations.

Complex or potentially controversial issues including requests for release of complex or potentially controversial information will be referred to the Manager IT. Decisions and changes that have the potential to significantly impact LECC operations or other business units will also be referred to the Manager IT.

Reporting line

This position reports directly to the Manager IT

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Tertiary qualifications in IT and relevant industry certifications or equivalent work experience
- Demonstrated awareness on operational and analytical reporting using Power BI as a core tool – data model preparation, visuals and reports creation, dashboard and scorecard implementation, automated reports scheduling and publication
- Familiarity with the following technologies: Azure services, Microsoft 365, Microsoft Integration and Data Tools, SQL Server, SharePoint
- Leverage services in the Azure and Microsoft 365 ecosystem such as Microsoft Fabric and Power Platform to enable scalable business intelligence delivery and automated workflows across LECC operations
- Understand different data sources and have the ability to extract data using SQL, DAX, Power M or any applicable formula and query languages
- Understanding of ETL and dimension data modelling, including validation, transformation and reconciliation of legacy datasets to ensure accurate and secure migration into the new systems.
- Establish feedback loops with stakeholders to continuously refine data models, dashboards and reporting requirements
- Reports integration across a wide range of options using Azure Services, SaaS and/or managed software solutions while adhering to responsible data practices and ethical standards
- A probity assessment to establish reliability, trustworthiness, integrity and suitability of employment. In addition, LECC officers are also required to obtain a commonwealth security clearance, with the Data Analyst requiring clearance at a minimum NV1 classification.

Capabilities for the role

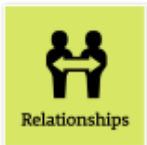
The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for 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.

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
	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
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	• Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community	Adept

	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	• Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for	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
	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

Occupational Specific Focus Capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
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Requirements Definition
and Management (REQM)

Defines and manages scoping, requirements definition and prioritisation activities for initiatives of medium size and complexity

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Contributes to selecting the requirements approach

Facilitates input from stakeholders, provides constructive challenge and enables effective prioritisation of requirements

Establishes requirements base-lines, obtains formal agreement to requirements, and ensures traceability to source

Data modelling and design
(DTAN)

Investigates enterprise data requirements where there is some complexity and ambiguity

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Plans own data modelling and design activities, selecting appropriate techniques and the correct level of detail for meeting assigned objectives

Provides advice and guidance to others using the data structures and associated components

Data Engineering (DENG)

Designs, implements, and maintains complex data engineering solutions to acquire and prepare data

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Creates and maintains data pipelines to connect data within and between data stores, applications and organisations

Carries out complex data quality checking and remediation

Data Visualisation (VSIL)	Leads exploration of new approaches for data visualisation
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Establishes the purpose and parameters of the data visualisation. Provides overall control to ensure the appropriate use of data visualisation tools and techniques

Formats and communicates results using textual, numeric, graphical and other visualisation methods appropriate to the target audience

Advises on the appropriate use of data visualisation for different purposes and contexts to satisfy requirements. Develops plans showing how the identified user needs will be met

Business Intelligence (BINT)

Supports business intelligence needs of specific management or governance processes or operational areas
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Investigates the need for business intelligence reporting and analysis where there is some complexity and ambiguity

Selects and applies non-standard business intelligence tools and techniques to provide insights and aid decision-making. Selects, acquires and integrates data for analysis

Identifies opportunities to digitise and streamline operational data handling and optimise business intelligence capabilities

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.

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
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
	Communicate Effectively	Communicate clearly, actively listen to others, and respond with understanding and respect	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
	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
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate