

Role Description

Evaluator

Role Description Fields	Details
Department/Agency	NSW Department of Education
Division/Branch/Unit	Education and Skills Reform / Centre for Education Statistics and Evaluation (CESE) Policy and Evidence / Evaluation and Effectiveness
Role number	Various
Classification/Grade/Band	Clerk Grade 7/8
Senior executive work level standards	Not Applicable
ANZCO Code	224114
PCAT Code	2319192
Date of Approval	21 July 2026
Agency Website	https://education.nsw.gov.au/

Agency overview

At the NSW Department of Education, we educate and inspire lifelong learners – from early childhood, through schooling to vocational education and training.

We ensure young children get the best start in life by supporting and regulating the early childhood education and care sector. We unlock excellence and unleash the potential of two-thirds of school children in NSW. We're proudly public and the largest education system in Australia. We nurture opportunities for every learner to develop the skills needed for their chosen career path, helping shape the industries of tomorrow.

We respect and value Aboriginal and Torres Strait Islander peoples as First Peoples of Australia.

Primary purpose of the role

The Evaluator plays a pivotal role in program evaluation to support high quality evaluation of departmental programs and initiatives that help to shape effective program delivery and policies in education.

Key accountabilities

- Contribute to the scoping and planning of process and outcome evaluations, and advise on the most appropriate methods, with consideration given to achievable quantitative and/or qualitative data collection.
- Contribute to the design of data analysis plans, and collection and analysis of data for the evaluation of major and high-profile departmental initiatives.
- Maintain data privacy and confidentiality and practice culturally responsive methods.
- Contribute to high quality written evaluation reports that meet the standard required for peer-reviewed publication.

- Contribute to responsive, accurate and timely advice on quantitative and/or qualitative aspects of evaluation projects and research proposals to facilitate their completion to the standard required.
- Effectively communicate quantitative and/or qualitative results and analysis and provide advice to a wide range of stakeholders and senior audiences using written, verbal and/or visual methods.

Key challenges

- Interpreting and synthesising research and evidence into insightful, actionable findings for a non-expert audience.
- Providing accurate and timely information collection and analysis across multiple projects with competing and changing timeframes to ensure that decisions and advice are based on the best possible data and information.
- Maintaining 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

Internal

Who	Why
Manager	• Seek and receive direction, advice, guidance and support. • Provide sound, balanced and well considered advice to facilitate informed decision making. • Discuss priorities and provide regular updates on key issues and progress, escalating issues as appropriate. • Receive performance feedback.
Staff in CESE	• Develop and maintain effective working relationships to foster collaboration, consultation and engagement to support the development of high-quality policies, projects and initiatives.
Senior managers across the Department of Education	• Assist with developing and maintaining effective relationships to gain an understanding of the context in which changes are being implemented to inform the design and interpretation of evaluation methodologies.
Schools	• Co-ordinate with school leaders to collect data for evaluations as required • Develop and maintain effective relationships to gain an understanding of the context in which changes may be implemented to inform the design and interpretation of evaluation methodologies.
Stakeholders	• Develop and maintain effective working relationships to progress and support the delivery of high-quality program evaluation.

External

Who	Why
Other government and non-government agencies	• Contribute to developing and maintaining effective working relationships to foster collaboration, consultation and engagement to support the development of high-quality education policies, projects and initiatives.

Who	Why
	Identify stakeholder views to inform evaluation activities.

Role dimensions

Decision making

Acts independently, or in consultation with the manager, in performing their core work functions and makes decisions about workflows to ensure project outcomes are met.

Consults with the manager on sensitive, complex and/or business critical matters to agree on a suitable course of action.

Reporting line

Principal Evaluator, Evaluation and Effectiveness

Direct reports

Nil

Budget/Expenditure

Nil

Key knowledge and experience

- Understanding and/or experience with implementation of process and outcome evaluations.
 - Experience in designing and/or facilitating data collection activities such as in-depth interviews, focus groups, and observations with a variety of stakeholder groups, and proficiency in qualitative coding and analysis.
- AND/OR
- Understanding of, and experience with, quasi-experimental techniques, e.g., difference-in-difference, propensity score matching, and proficiency in software coding (R, Stata or similar) and understanding of, or experience with, statistical hypothesis testing, effect sizes and causal inference
 - Knowledge of and experience in applied research, particularly as it relates to quantitative and/or qualitative analysis.
 - Knowledge of, and commitment to implementing the Department's [Aboriginal Education Policy](#) and upholding the [Department's Partnership Agreement with the NSW AECG](#) and to ensure quality outcomes for Aboriginal people.

Essential requirements

- A degree in an applied social science or quantitative science discipline, e.g., economics, statistics, psychology, sociology, education and/or equivalent relevant professional experience, with an emphasis on research and evaluation, or equivalent experience.
- Hold a valid clearance to work with children (Working with Children Check for paid employment).
- Demonstrated understanding of and commitment to the [value of public education](#).

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.

Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Manage Self Be persistent, self-reflect and commit to learning	- Keep up to date with contemporary knowledge and practices - Seek and take advantage of opportunities to learn and apply new skills - Commit to achieving challenging goals - Seek and respond positively to constructive feedback and advice - Examine and reflect on your performance	Adept
 Relationships	Communicate Effectively Communicate clearly, pay attention to others and respond with understanding and respect	- Focus on key points and use clear, concise and inclusive language - Clearly explain and present ideas and arguments - Pay attention and ask appropriate and respectful questions to understand others' point of view - Promote the use of inclusive language and help others to adjust their language where necessary - Seek feedback about your communication style and adapt where necessary - Write in a way that is well structured and easy to follow - Clearly communicate routine technical information	Intermediate
 Results	Deliver Results Achieve results by using resources efficiently and committing to quality outcomes	- Seek and apply specialist advice when needed - Complete work tasks within set budgets, timeframes and standards - Take the initiative to progress and deliver your own work and that of the team or business unit - Contribute to assigning responsibilities and resources to ensure the team or business unit achieves goals	Intermediate

Capability group/sets	Capability name	Behavioural indicators	Level
		- Identify any barriers to achieving results and resolve these where possible - Proactively change or adjust plans when needed	
 Results	Think and Solve Problems Think, analyse and consider the broader context to develop practical solutions	- Make recommendations based on evidence by researching and critically analysing information and identifying interrelationships - Anticipate, identify and deal with issues and potential problems that may impact organisational goals and the customer experience - Think creatively to come up with new ideas to resolve issues and improve customer experience - Seek input and ideas from people with different backgrounds and experiences - Participate in and contribute to team or business unit initiatives to resolve common issues or barriers to effectiveness - Identify and share business process improvements to enhance effectiveness - Analyse data and information to identify insights and communicate findings in a clear and meaningful way	Adept
 Business Enablers	Project Management Understand and use effective ways to plan, coordinate and control projects	- Research and analyse data at a basic level to inform and support the achievement of project deliverables - Contribute to developing project documents and resource estimates - Contribute to reviews of progress, outcomes and future improvements - Identify when projects differ from their plans and tell your supervisor	Intermediate

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identify 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
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
 Personal Attributes	Act with Integrity	Be ethical and professional, and uphold and promote the public sector values	Adept
 Personal Attributes	Value Diversity and Inclusion	Be inclusive and respect diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Adept
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept

Capability group/sets	Capability name	Description	Level
 Results	Demonstrate Accountability	Be proactive and responsible for your actions, and follow legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
 Business Enablers	Technology	Understand and use available technology to maximise efficiencies and effectiveness	Intermediate
 Business Enablers	Procurement and Contract Management	Understand and use procurement processes to ensure effective purchasing and contract performance	Foundational