



Assistant Data Engineer

POSITION DESCRIPTION FORM

Region / Portfolio:

State Intelligence and Command

Directorate / Command / District / Division:

Data Science & Analytics

Work Unit:

Data Services

Position Description Number:

Generic 479

Rank / Level / Band:

Level 4

Employment Conditions

Industrial Agreement/Award: Current PSA PSCSAA and Agency Specific Agreement

Work Pattern: Monday – Friday (Day Work): May be required to work outside normal operating hours

Location: Perth

Position Objective

Provides support to and ongoing maintenance of the Data Science & Analytics data assets. Ensures the quality and integrity of data and information.

Role of Work Unit

Data Services (DS) is responsible for providing data services for the Data Science & Analytics Division, with the purpose of provisioning data to support the use of statistical and operational information for data science, analysis and reporting. DS designs and implements big data technologies through the application of high-performance computing, large scale data integration and emerging analytical platforms such as graph databases. DS uses the latest cloud based ETL solutions.

Reporting Relationships

This position reports to:

- Data Services Manager, Level 7

Direct reports to this position include:

- Nil

Total number of positions under control: Nil

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Key Accountabilities

1 Data Extract, Transform and Load (80%)

- 1.1 Monitors the Extract, Transformation and Load (ETL) and Extract, Load and Transform (ELT) processes from corporate systems and data holdings for ingestion and develops, reviews and implements new data extractions to meet data science, analytical and reporting needs.
- 1.2 Assists with building robust pipelines that support the ingestion of transactional data with high levels of performance and availability.
- 1.3 Implements targeted data structures to support and facilitate the efficient and effective use of information resources for data science, analytical and reporting needs.
- 1.4 Reviews business and functional requirements and reviews mapping transformations done by the ETL team.
- 1.5 Creates test plans and tests scripts, executes test scripts and writes test reports.
- 1.6 Establishes projects, roles, users and privileges in different ETL environments.
- 1.7 Contributes to the effective administration and maintenance of the Azure Platform.

2 Research & Analysis (15%)

- 2.1 Researches and analyses data warehousing and information management issues.
- 2.2 Identifies and analyses data requirements to facilitate the appropriate use of information from data assets.

3 Other (5%)

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 Demonstrates and advocates a high level of ethics and integrity in accordance with the Agency's professional standards and Code of Conduct including reporting wrongdoing.
- 3.3 Undertakes other duties as directed.

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Specialist Prerequisite(s)

It is a requirement that the position holder is:

- An Australian Citizen prior to the completion of the selection process;
- Successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 2** security clearance for the duration of their appointment in the position.

Work Related Requirements

Essential	Context in which work related requirements will be applied and or general standard expected.
Data engineering skills	Administering security for users and groups. Engineering, monitoring and supporting data pipelines and databases for the purpose of provisioning data to support statistical and operational tools and products for data science, analysis and reporting.
Ability to extract, transform and load data	Developing and running scripts to extract data from transactional systems, transforming and loading into data sets.
Analytical skills	Interpreting requests for data and proposing appropriate options and solutions, and/or escalating issues for resolution.
Communication skills	Liaising with a broad range of clients internally and externally. Consulting with clients to clarify requirements and negotiating outcomes according to time and resources available.
Organisational skills	Managing own workload and demonstrating flexibility in managing competing priorities. Establishing tasks and timeframes to successfully achieve objectives.
Computer Skills	Using a modern Azure data stack e.g. Synapse Analytics, Azure SQL and PowerBI Premium as well as interrogation of a range of databases.
Desirable	
Experience in change management activities	Including system maintenance, platform outages and data migration principles from Development to Production environments.
Possession of, or progression towards, a relevant tertiary qualification	Within information technology, computer science or computer systems engineering.

Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

Leadership Context

We believe all our people are leaders irrespective of their role. We consider this as critical to our success and, to support this, we have adopted [Leadership Expectations](#) which provides a common understanding of the mindsets and expected behaviours required of all our employees and the public sector.

The leadership context for this role is [Personal Leadership](#).

Certification

These details are an accurate statement of the duties, responsibilities and other requirements of the position.

Position Title and Work Unit	Name	Date
A/Organisational Design Consultant Organisational Design and Analysis	Pamela Soares	31/05/2024 BLI
Assistant Director Data Science & Analytics	Janelle Bailey	27/10/2022