JOB DESCRIPTION FORM

Principal Data Analyst (PSC19116)
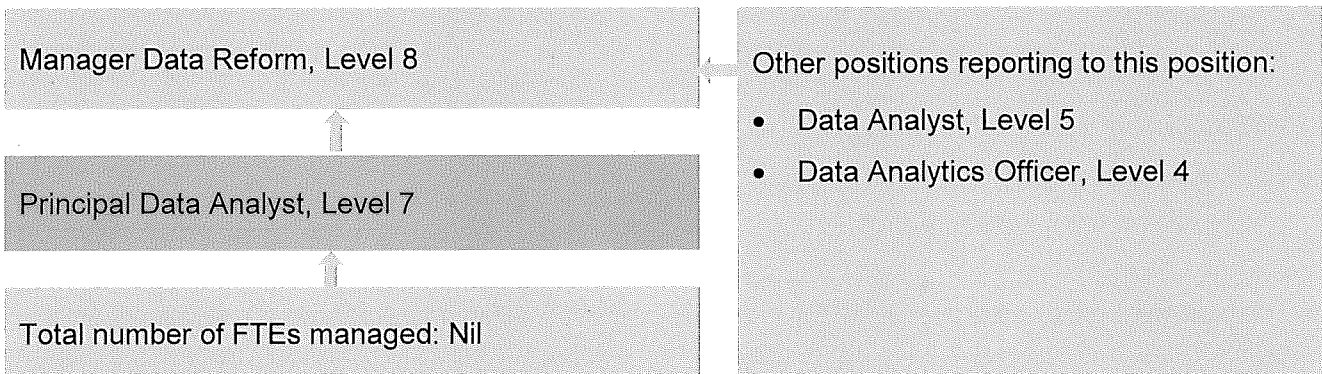
Division	Data Analytics and Technology	Effective date	13 May 2021
Classification	Level 7	Agreement	PSGO CSA GA
Location	West Perth	ANZSCO code (HR)	262111

Role of the position

The Principal Data Analyst is responsible for:

- contributing to the strategic direction and management of the Data Analytics and Reporting branch as a senior member of the branch
- managing, developing and implementing high level data analysis and governance functions to support modelling and reporting
- providing high level advice to stakeholders and development of staff in the use of data, analytics and machine learning.

Reporting relationship

Manager Data Reform, Level 8

Principal Data Analyst, Level 7

Total number of FTEs managed: Nil

Other positions reporting to this position:

- Data Analyst, Level 5
- Data Analytics Officer, Level 4

Responsibilities of the position

- Contributes to the strategic direction and management of the branch.
- Develops and implements statistical modelling, descriptive statistics and machine learning frameworks to aid in identifying data patterns, trends and causal relationships.
- Uses programming languages to develop pipelines and create models and data visualisation tools to prepare dashboards.
- Contributes to the development of programs, systems and frameworks to ensure that data analysis and data governance are provided in the most effective and efficient manner, and incorporate innovative approaches.
- Manages and directs data and information requirements for a number of strategy and performance reporting functions.

- Researches and prepares high level reports, briefing notes, speeches, correspondence and other written material relevant to the outputs of the Division and for a wide audience including Parliament, Ministers and Chief Executive Officers.
- Promotes the Commission's and the Division's interests by developing and maintaining positive and effective working relationships with external and internal stakeholders.
- Represents the Commissioner and the Commission's interests at various agency, community and state forums.
- Demonstrates the highest standards of honesty and integrity, and operates within public sector values, code of ethics and conduct, organisational processes, and legislative and policy parameters.
- Actively contributes to the efficient operation of the Commission and undertakes other roles and tasks as directed.

Actively contributes to the efficient operation of the Commission and undertakes other roles, special projects and tasks as directed Work related requirements (selection criteria)

The selection panel assesses applications against the work related requirements of the responsibilities of the position. The panel also takes into account the needs of the Commission and availability of suitable applicants.

1.	**Role specific requirements**	• Experience in developing and implementing statistical modelling and machine learning concepts and techniques to identify patterns and trends in large data sources.
		• Experience using data visualisation tools and programming languages
2.	**Shapes and manages strategy**	• Supports shared purpose and direction
		• Thinks strategically
		• Harnesses information and opportunities
		• Shows judgment, intelligence and common sense
3.	**Achieves results**	• Identifies and uses resources wisely
		• Applies and builds professional expertise
		• Responds positively to change
		• Takes responsibility for managing projects to achieve results
4.	**Builds productive relationships**	• Nurtures internal and external relationships
		• Listens to, understands and recognises the needs of others
		• Values individual differences and diversity
		• Shares learning and supports others
5.	**Exemplifies personal integrity and self-awareness**	• Demonstrates public service professionalism and probity
		• Engages with risk and shows personal courage
		• Commits to action

		• Promotes and adopts a positive and balanced approach to work

- Promotes and adopts a positive and balanced approach to work
- Demonstrates self-awareness and a commitment to personal development

6. Communicates and influences effectively

- Communicates clearly
- Listens, understands and adapts to audience
- Negotiates confidently

The occupant of this position will require a successful criminal record screening clearance (National Police Certificate)

Qualifications (desirable)

Tertiary qualifications in a relevant discipline such as mathematics, statistics, computer science, data science, business management, human resource management, organisational psychology, public sector management or other similar, relevant qualifications.

Approved by Executive Director

Tanya Milici

13/5/2021

Name	Signature	Date