

JOB DESCRIPTION FORM

Data Analyst (PSC19117)

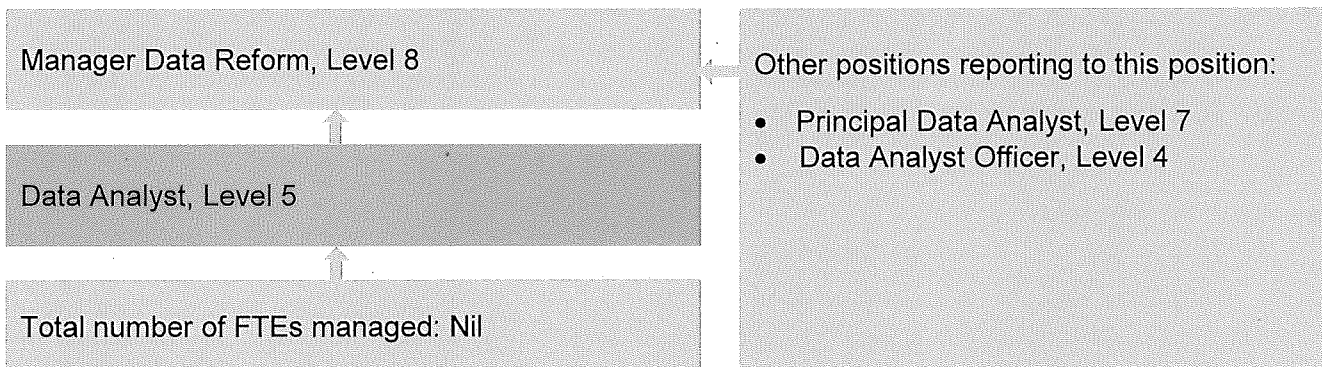
Division	Data Analytics and Technology	Effective date	13 May 2021
Classification	Level 5	Agreement	PSGO CSA GA
Location	West Perth	ANZSCO code (HR)	262111

Role of the position

The Data Analyst position is responsible for:

- applying data analysis and governance skills in the manipulation, modelling and reporting of workforce data to inform sector-wide workforce policy and strategy.

Reporting relationship



Responsibilities of the position

- Identifies, acquires, cleans and prepares relevant data sources.
- Analyses data using statistical modelling, descriptive statistics and machine learning techniques to contribute to identifying data patterns and trends.
- Uses programming languages to develop pipelines and create models and data visualisation tools to prepare dashboards.
- Ensures data integrity by identifying problems and proposing solutions.
- Liaises with stakeholders to coordinate the visualisation and sharing of data.
- Supports data and information requirements for a number of strategy and performance reporting functions.
- Researches opportunities, supports projects and provides advice in relation to the use of analytics, databases, systems and other technologies to enhance data analysis and governance within the Commission and across the public sector.
- Provides contract management support as required.
- Researches and prepares reports, briefing notes, correspondence and other written material relevant to the outputs of the Branch 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 the 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, 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.

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| <p>1. Role specific requirements</p> | <ul style="list-style-type: none"> • Experience in data modelling and machine learning concepts and techniques and the ability to use these to identify data patterns and trends. • Experience using data visualisation tools and programming languages to prepare dashboards |
| <p>2. Shapes and manages strategy</p> | <ul style="list-style-type: none"> • Supports shared purpose and direction • Thinks strategically • Harnesses information and opportunities • Shows judgment, intelligence and common sense |
| <p>3. Achieves results</p> | <ul style="list-style-type: none"> • Identifies and uses resources wisely • Applies and builds professional expertise • Responds positively to change • Takes responsibility for managing projects to achieve results |
| <p>4. Builds productive relationships</p> | <ul style="list-style-type: none"> • Nurtures internal and external relationships • Listens to, understands and recognises the needs of others • Values individual differences and diversity • Shares learning and supports others |
| <p>5. Exemplifies personal integrity and self-awareness</p> | <ul style="list-style-type: none"> • 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 • Demonstrates self-awareness and a commitment to personal development |

6. Communicates and influences effectively

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

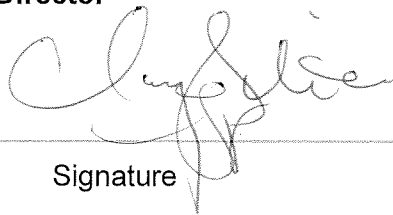
The occupant of this position will require a successful criminal record screening clearance (National Police Certificate)

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