Public Sector **Commission**

GOVERNMENT OF
WESTERN AUSTRALIA
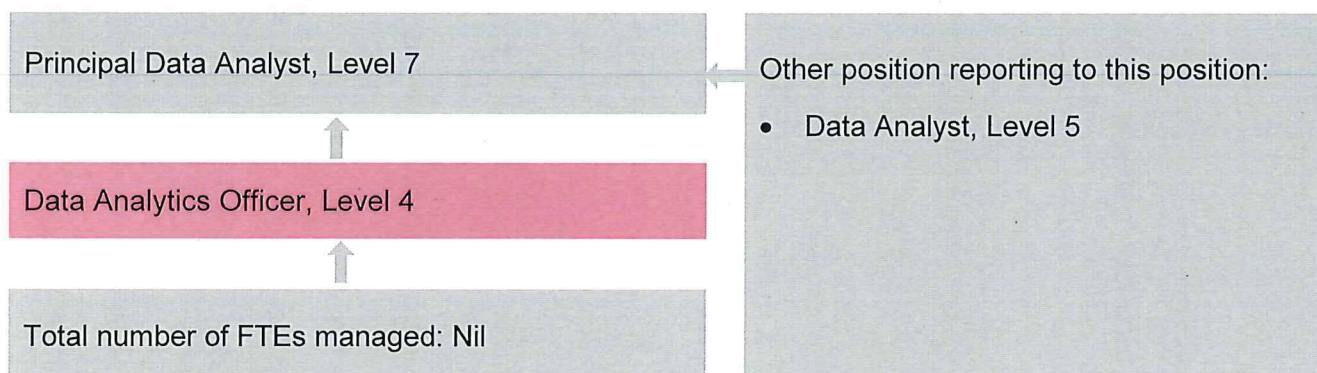
JOB DESCRIPTION FORM

Data Analytics Officer (PSC21100)

Division	Data Analytics and Technology	Effective date	5 March 2021
Classification	Level 4	Agreement	PSCSAA 2019
Location	West Perth	ANZSCO code (HR)	262111

Role of the position

The Data Analytics Officer is responsible for:

- providing support in the manipulation, modelling and analysis of workforce data to report on data patterns and trends.

Reporting relationship

Principal Data Analyst, Level 7	←	Other position reporting to this position:
↑		- Data Analyst, Level 5
Data Analytics Officer, Level 4		
↑		
Total number of FTEs managed: Nil		

Responsibilities of the position

- Assists in acquiring and identifying relevant data sources and cleaning and preparing data.
- Provides support in analysing data using statistical modelling, descriptive statistics and machine learning techniques to contribute to identifying data patterns and trends.
- Proficient in programming languages and using them to develop pipelines and create models and data visualisation tools to prepare dashboards.
- Contributes to developing experimental, modelling and predictive analytic plans and methodologies.
- Contributes to projects and provides advice on the use of web, database, systems and other technologies to enhance data analysis and management in the Commission and across the public sector.
- 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 and Ministers.
- Represents the Commissioner and the Commission's interests at various agency and other forums.

- Promotes the Commission's and the Division's interests by developing and maintaining positive and effective working relationships with external and internal stakeholders.
- 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.

1. Role specific requirements	• Understands data modelling and machine learning concepts and techniques such as data/feature engineering, exploratory data analysis, model building, testing, validation and deployment best practices • Working knowledge of data visualisation tools and programming language software
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

6.	**Communicates and influences effectively**	• Demonstrates self-awareness and a commitment to personal development
		• 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 computer science, mathematics, statistics or quantitative science experience.

Approved by Executive Director

Tanya Milici   15/03/21

Name	Signature	Date