

JOB ROLE STATEMENT

INTEGRITY ANALYTICS CO-ORDINATOR LEVEL 5

DIRECTORATE FINANCE AND COMMERCIAL SERVICES
BRANCH LEGAL AND COMMERCIAL SERVICES POSITION NO VARIOUS

KEY RESPONSIBILITIES

Develop, maintain and improve the Integrity Data Analytics Governance Framework (IDAGF) including data security, access, reporting, and internal and external roles and responsibilities. Develop Data Analytics in line with the Integrity Detection Improvement Plan (IDIP) and in collaboration with the business areas across Main Roads. Develop, implement and review integrity analytics for data driven decisions in business areas and monitor performance.

KEY DELIVERIES

Integrity Analytics Framework

- Develop, maintain and improve IDAGF including data security, access, reporting and allocate internal and external roles and responsibilities within the Framework.
- Business partner and consult with business areas to assess and improve detection analytics and objectives.
- Project manage the yearly development and review of data analytics, including testing, workshops, budget, internal and external stakeholders and project resources including external contractors.
- Develop/review IDIP for each year, which considers new and improved detection analytics based on a business area's risk profile and in collaboration with the business area.
- Review and implement operational improvements to relevant policy and procedures.
- Undertake research as to what is suitable contemporary 'best practice' regarding detection and controls.

Integrity Data Analytics

- Develop data analytics as per the IDIP in partnership with Main Roads' business areas.
- Develop detailed data analytics design formulas and programming logic for chosen detection activities.
- Program and review 3rd party programming of Data Analytics (T-SQL, Power BI, DAX, VBA, Visual Studio/SSIS).
- Co-ordinate the implementation of new/revised analytics in business areas and monitor performance.
- Perform data search using relevant programming languages, analyse 'documentary evidence' and deliver insights in the form of infographics and visualisations for data driven management decisions.
- Review and implement innovative procedures and solutions that support and improve the efficiency and management of the Integrity analytics within Main Roads.

Stakeholder Relationships

- Build and enhance collaborative working relationships with Executive Directors, Directors and Branch Managers to support their knowledge and understanding of Integrity processes and compliance matters.
- Build and enhance professional working relationships with external agencies, particularly within the Transport portfolio, Minister's Office, State Solicitor's Office and central Government agencies.

SAFETY, HEALTH AND WELLBEING (SHW)

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Roles and Responsibilities Procedure" on 'iRoads' intranet.

LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

REPORTING RELATIONSHIPS

This position reports to:

(A) TITLE AND LEVEL	POSITION NO
SENIOR INTEGRITY AND GOVERNANCE CONSULTANT	LEVEL 6 P0070625

INTEGRITY ANALYTICS CO-ORDINATOR LEVEL 5

POSITIONS UNDER DIRECT SUPERVISION**ALL POSITIONS UNDER CONTROL**

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL

POSITION No

CATEGORY

NUMBER

TBA

Salaried, Wages

TOTAL

SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**ESSENTIAL:**

- Considerable skill, knowledge and experience in:
 - developing integrity analytics frameworks and improvement plans in a large and complex organisation or large budget organisation
 - programming languages for data analytics using various technology analytics platforms
 - research, analysis and problem solving
 - facilitating and delivering presentations
 - building and enhancing stakeholder relationships
 - written communication, report writing
- Knowledge of:
 - quantitative and qualitative databases
 - policies and practices on Work Health and Safety (WHS), and on EEO, diversity and equity

DESIRABLE:

- A Degree in Computer Science or other relevant discipline.

CERTIFICATION

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE

BRANCH/SECTION HEAD

DATE

25/3/25

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE

EXECUTIVE DIRECTOR FINANCE AND COMMERCIAL SERVICES

DATE

27/03/2025

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE

EXECUTIVE DIRECTOR HUMAN RESOURCES

DATE

28/3/25