

Department of Communities Tasmania

STATEMENT OF DUTIES

Position Title	Data Analyst
Position Number	523621 & 523622
Division/Branch/Section	Housing, Disability and Community Services, Program Support
Award/Agreement	Health and Human Services (Tasmanian State Service)
Classification	General Stream Band 5
Position Status*	Permanent
Position Type*	Full-time
Location	South
Reports to	Team Leader - Data Management and Reporting
Check Type	Annulled
Check Frequency	Pre-employment

** The above details in relation to Position Status and Position Type may be different when this position is advertised – please refer to the advertisement for vacancy details.*

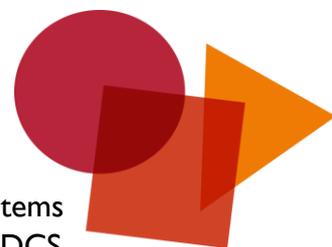
About Us

Communities Tasmania brings together a range of functions, programs and initiatives aimed at enhancing and improving the lives of all Tasmanians. To create strong, inclusive and proud communities the Department will collaborate with our community-based partners to empower individuals and families throughout Tasmania to lead fulfilling lives.

Communities Tasmania provides opportunities for all Tasmanians to participate in community life and sport and recreation; supports, protects and nurtures vulnerable children, young people and their families; delivers and facilitates specialist disability services; and provides services to support social and affordable housing. The services of Communities Tasmania are based in all major centres throughout Tasmania, therefore some roles may require intrastate travel.

Primary Purpose

The role of the Program Support Unit (PSU) is to provide coordinated support services to Housing, Disability and Community Services (HDCCS) business units, including the interface with departmental corporate units, Minister's Office and stakeholders.



The Data Analysts will work collaboratively with the Senior Analysts, Systems Analysts and stakeholders, to provide a holistic business systems service to HDCS and may lead and assist in the following functions:

- Extract, analyse and provide data and analysis information to meet ad-hoc, internal, state and national reporting requirements of HDCS, corporate units and external stakeholders.
- Support the development and implementation of HDCS projects/business initiatives that have a business information management and system component.
- Manage projects and coordinate and facilitate key corporate or business initiatives and change proposals on behalf of or for HDCS.

Primary Duties

1. Deliver data and information, including analysis, interpretation and presentation material (reporting services), for -
 - HDCS performance reporting (internal and external).
 - National reporting such as Report on Government Services (ROGS) and Disability Services National Minimum Data Set (DS-NMDS).
 - Development of systems based reporting/reports for HDCS business units
 - Corporate units' requests for data/information.
 - Ad-hoc data requests, including data analysis, modelling, extracts and graphical presentation.
2. Assist in the delivery of a consolidated approach to data storage and management to support all HDCS' data collections, including sector provided data.
3. Assist in design, development/enhancement, implementation and maintenance activities related to business systems and support tools, including:
 - Development of business requirements, functional and/or technical specifications, business processes and system workflows.
 - Software fixes, enhancements and new development.
 - Systems integration, communications and data migration.
 - System management governance, and support contractual arrangements.
 - Systems testing, training and ongoing support activities.
4. Assist in the provision of a business systems management and support service for HDCS information systems and their environments, including direct Level I system support to stakeholders.
5. Develop and maintain business systems related documentation, including online content.
6. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including the development and implementation of safety systems, improvement initiatives and related training, ensuring that quality and safety improvement processes are in place and acted upon.



7. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

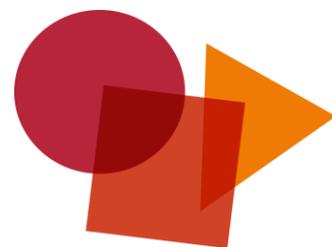
Level of Responsibility, Direction and Supervision

- HDCS uses a broad range of information systems, applications and tools which the incumbent is required to operate.
- Operating under broad direction from the Team Leader/Senior Analyst, this role is responsible for the provision of authoritative analysis and supporting data/information to high standards of quality, accuracy and timeliness.
- As a member of the Business Systems team, ensure HDCS is provided with an efficient and effective business systems service.
- The incumbent is expected to operate with considerable independence in setting and determining their own work plan and priorities in accordance with operational and work plans of the PSU to meet the needs of senior management and/or stakeholders. Exercising considerable initiative, judgment and discretion to meet complex operational challenges is further required.
- Work is undertaken within established policies, procedures, guidelines, systems and processes with the occupant responsible for the provision of clear, authoritative advice and recommendations to provide effective solutions that meet service delivery requirements and resolve a range of issues.

Essential Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer of any new criminal convictions and/or if a registration/licence is revoked, cancelled or has its conditions altered.

- Current Tasmanian Working with Children Registration.
- The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:
 - I Conviction checks in the following areas:
 - a) crimes of violence
 - b) sex related offences
 - c) serious drug offences
 - d) crimes involving dishonesty
 - e) serious traffic offences (*if Driver's Licence is an essential requirement*)



- 2 Identification check
- 3 Disciplinary action in previous employment check.

Desirable Requirements

- Working towards or successful completion of qualifications relevant to the role.

Selection Criteria

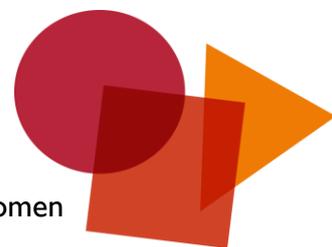
1. Demonstrated expertise in information management and data analysis as they pertain to planning, service system development, program design, performance monitoring and evaluation.
2. Demonstrated ability to review, design, develop and work with complex database systems, metadata and standards, including the ability to develop extraction scripts to extract, manipulate and interrogate data.
3. Demonstrated analytical and conceptual skills to analyse complex quantitative and qualitative data, employ relevant statistical and modelling techniques, identify trends and issues, identify reasonable options for action and make recommendations.
4. High level written communication skills including the ability to prepare, present and evaluate performance reports, data submissions, ad-hoc data requests, trend analysis, system generated reports and online content.
5. High level oral communication and interpersonal skills to be able to liaise, problem solve, collaborate and negotiate with a range of stakeholders.
6. Effective project management skills and the proven ability to work independently and efficiently as part of a team to deliver quality and timely outputs that contribute to the efficient business operations of HDCS and the broader department.

Values and Behaviours

We are a values-based organisation. Our aim is to attract, recruit and retain people who uphold our values and are committed to building a strong values-based culture. Our values and behaviours reflect what we consider to be important.



Communities Tasmania is committed to building inclusive workplaces and having a workforce that reflects the diversity of the community we serve. We do this by ensuring that the culture, values and behaviours of Communities Tasmania enable everyone to be respected in the workplace and to have equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.



Communities Tasmania does not tolerate violence, especially violence against women and children.

State Service Principles and Code of Conduct: The minimum responsibilities required of officers and employees of the State Service are contained in the *State Service Act 2000*. The State Service Principles at Sections 7 and 8 outline both the way that employment is managed in the State Service and the standards expected of those who work in the State Service. The Code of Conduct at Section 9 reinforces and upholds the Principles by establishing standards of behaviour and conduct that apply to all employees and officers, including Heads of Agencies. Officers and employees who are found to have breached the Code of Conduct may have sanctions imposed.

The *State Service Act 2000* and the Employment Directions can be found on the State Service Management Office's website at <http://www.dpac.tas.gov.au/divisions/ssmo>

Fraud Management: Communities Tasmania has a zero tolerance to fraud. Officers and employees must be aware of, and comply with, the Agency's fraud prevention policy and procedure and it is the responsibility of all officers and employees to report any suspected fraudulent activity to their Director or line manager, the Executive Director Capability and Resources or to the Manager Internal Audit. Communities Tasmania is committed to minimising the occurrence of fraud through the development, implementation and regular review of fraud prevention, detection and response strategies, and is conscious of the need to protect employees who advise management of suspected fraudulent activity from reprisal or harassment, and to comply with its obligations under the *Public Interest Disclosure Act 2002*. Any matter determined to be of a fraudulent nature will be followed up and appropriate action will be taken. This may include having sanctions imposed under the *State Service Act 2000*.

Delegations: This position may exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements mandated by Statutory office holders including the Secretary. The relevant manager can provide details to the occupant of delegations applicable to this position. Communities Tasmania has a zero tolerance in relation to fraud and in exercising any delegations attached to this role the occupant is responsible for the detection and prevention of fraud, misappropriation and other irregularities, and for ensuring that all officers and employees are aware of the Agency's fraud policy and reporting procedures.

Blood borne viruses and immunisation: Health Care Workers (as defined by Communities Tasmania policy) with Communities Tasmania are expected to comply with Agency policies and procedures relating to blood borne viruses and immunisation, including against Hepatitis B. Depending on the level of risk associated with their duties, Health Care Workers may be required to demonstrate current immunity, previous seroconversion to Hepatitis B or immunity following vaccination.

Records and Confidentiality: Officers and employees of Communities Tasmania are responsible and accountable for making proper records. Confidentiality must be maintained at all times and information must not be accessed or destroyed without proper authority.

Smoke-free: Communities Tasmania is a smoke-free work environment. Smoking is prohibited in all State Government workplaces, including vehicles and vessels.