



SCHEDULE A

Position Title	Senior Data Analyst
Service Area	SPMO
Directorate	SPMO
Reports to	Head or delegate
Classification	Specialist/Coordinator
Last Updated	September 2020

ROLE PURPOSE

As part of the mission of the Catholic Church in the Diocese of Parramatta, the Senior Data Analyst is accountable for ensuring data management from systems is accurate, timely, secure, documented and reviewed for improvement.

KEY ACCOUNTABILITIES

FUNCTION SPECIFIC ACCOUNTABILITIES

The Senior Data Analyst is accountable for:

- Identifying, preparing, modelling and interpreting trends and patterns in complex datasets
- Constructing forecasts, dashboards and reports based on business and market data
- Analysing data and information using advanced statistical/data analysis techniques for workflow and management related outcomes and developing models for analysis
- Working with internal and external Consultants to ensure design and construction of databases and data warehouse applications meet current and potential future business needs
- Providing assurance and support in order to maintain the quality and integrity of data across the data lifecycle focusing on ongoing data integrity and reporting any data inconsistencies appropriately
- Liaising and supporting business users through project initiatives and BAU to capture requirements for data analysis and visualisation as well as developing data sets from internal and external sources

LEVEL SPECIFIC ACCOUNTABILITIES

Catholic Ethos

- Be supportive of the ethos of the Catholic Church
- Participate in staff liturgical and formation opportunities

Team Contribution

- Understand and contribute to the delivery and continuous improvement of relevant strategic initiatives and operational plans
- Engage in continuous learning and contribute positively to a collaborative and respectful working environment aligned with the culture and values of CSPD

Risk and Compliance

- Contribute and adhere to policies and processes within CSPD
- Identify and report risks and where possible propose appropriate mitigation strategies

REQUIRED STANDARDS

The standards and expected level of proficiency are integral to the role and will be used as the basis for assessment of suitability and performance.

Standards Framework			
Standard Group		Standard Name	Expected Level of Proficiency
Behavioural	Individual	Self-Development / Continuous Learning	S
		Adaptability	A
	Interpersonal	Collaboration and Communication	A
		Responsibility and Ownership	A
	Analytical	Planning, Organising and Problem Solving	A
Leadership	Leadership	Delegation	S
		People Development	S
		Leading a Team	S
		Understanding the Organisation's Mission	A
		Strategic Positioning	S
Technical/Functional	Technical/Functional	Attention to Detail	A
		Knowledge & Application of Policies, Procedures and Processes	A
		Knowledge & Application of Industry, Emerging Trends and Good Practice	S

Key: P = Proficient, S = Skilled, A = Advanced, E = Expert

TYPICAL EXPERIENCE AND QUALIFICATIONS

- Tertiary qualifications in the relevant area of study
- Appropriate demonstrated experience

Catholic Schools Parramatta Diocese (**CSPD**) is a modern working environment that requires the agility of staff to respond to a changing educational context and the needs of our communities. CSPD may amend the duties and responsibilities of staff in accordance with changing circumstances and business needs.

CSPD is a child safe organisation, and is committed to providing child safe communities that recognise and uphold the dignity and rights of all children and young people.