**World class water services for a better life**

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| Position Title  | Senior Manager Data and Information |
| Position Number(s) | 006301 | Manager Title | General Manager Business Services |
| Business Group | Business Services | MoR Title | Chief Executive |
| Business Unit  | Data and Information | Direct Report’s Title(s) | To be determined |

What is the unique purpose of the role?

What is the reason for the role’s existence and the key contribution to SA Water’s success?

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| To ensure SA Water is data and information driven and information required for decision making is captured and fit for purpose. Develop and maintain a robust information architecture and processes to ensure there is a single source of truth. |

What does the role do?

The key accountabilities unique to this role are (3-6 required):

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| --- | --- |
| Key Accountabilities | Accountability Details (2-8 per accountability) |
| **People:**Build and lead an effective team that works collaboratively toward achieving the organisation’s goals | * Ensure business plans are developed to achieve strategic priorities and performance goals of team members are aligned, ensuring accountabilities and authorities are clear and that direct reports have the authorities needed to be able to achieve their work.
* Set effective baseline conditions for productive work by completing important people management processes of selection, induction, assessment and recognition of performance.
* Hold quality conversations providing relevant and timely feedback and invest in the development of our people to build team capability.
* Identify and implement opportunities for continuous improvement to build a culture of service excellence.
* Influence decision making culture in the organisation to be information driven.
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| **Safety:**Put safety above all else | * Be aware of and apply roles and responsibilities in accordance with WHS Roles and Responsibilities Procedure.
* Take responsibility for the safety and wellbeing of yourself and others including your own fitness for work (e.g. under the influence of drugs, alcohol and/or fatigue).
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| **Information Environment** | * Along with support from the IT group, provide technology, processes and methodologies for acquiring, organising, analysing and delivering data and information including owning the data warehousing/business intelligence, automation, control systems and processes.
* Develop an Information Environment that actively manages information throughout its lifecycle and simplifies access to published data and information.
* Ensure that data and information is fit for purpose and delivered through agreed frameworks and governance.
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| **Business Intelligence Capability** | * Develop data analytics and reporting capability in the business to suit user requirements.
* Ensure that analyses and reports are delivered from the information environment only and users recognise this platform as the single source of data and information.
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| **Records Management Compliance** | * Ensure that SA Water maintains an acceptable level of compliance to applicable Records Management legislation, standards and regulations.
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Knowledge, skills and experience the role requires

Criteria which will be used for recruitment and selection for this role (maximum of 6):

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| --- | --- |
| Foundation Knowledge, Skills, Experience and Qualifications | Essential or Desirable |
| Relevant tertiary qualifications | Essential |
| Strong influencing skills | Essential |
| Demonstrated ability to communicate complex concepts | Essential |
| Ability to influence culture and behaviours in the business | Desirable |
| Strong experience in data structures, analytics and reporting tools | Desirable |

Who you work with

Key Stakeholder Relationships criticalto the success of this role (maximum of 6):

* Data Owners, Custodians, Stewards, Technical Data Custodians and Data Quality Managers
* Chief Executive
* General Managers
* Senior Managers
* Information Technology Business Partners, Architects, Project Managers and IT Operations Managers
* Vendors and service providers
* State Records of South Australia

Special conditions

Does the role have any unique requirements?

* Flexible hours and some after hours as required, some intra and interstate travel (mandatory).

**Your PD outlines what the requirements of your role are. The behaviours you demonstrate are equally as important and form part of your PD.**

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