

Department of Police, Fire and Emergency Management

STATEMENT OF DUTIES



Title	Senior Data Analyst
Position Number	005357
Business Unit	Project Management Office (PMO)
Branch / Section	Technology and Innovation
Location	Hobart
Immediate Supervisor	Project Manager - NCIS
Award	Tasmanian State Service Award
Employment Conditions	Full Time, Fixed term until 30 June 2026
Classification	Band 6

Focus:

Lead the data stream for integration of Tasmania Police systems with the National Criminal Intelligence System (NCIS), a data sharing platform managed by the Australian Criminal Intelligence Commission. Delivery of project deliverables including data dictionary, entity relationship diagrams and specific candidature rules, plus assist with development and testing activities as required.

Primary Duties:

- Manage and deliver the project deliverables required under the data stream including, extraction rules, entity relationships diagrams, and business requirements for extracting Entities from various Data Sources.
 - Undertake modelling, profiling, research and analysis to support business decisions on candidature rule development and other project objectives.
 - Manage the different data models required for NCIS provisioning and work with relevant stakeholders to approve and manage changes.
 - Manage data mappings between department systems and NCIS.
 - Develop NCIS consumption queries, using GraphQL, for display of NCIS data within department systems.
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- Support the testing stream with data analytical support including review and testing the various data models and JSON schemas.
- Represent the department as required on committees, working groups and other forums, and able to clearly articulate the departments position on key issues.
- Support the Project Manager in reporting on project status including contributing to project risk and issues discussions.
- Liaise with external agencies to progress deliverables and share knowledge where appropriate.

Scope of Work:

Responsible for the provision of authoritative and specialist advice in relation to data integration, migration and analytics solutions within a complex project environment. Working with considerable independence/autonomy in determining priorities and approach to managing project activities. Work with the project's implementation partner and department business and technical representatives to enhance data sharing nationally across policing partners.

Direction and Supervision:

The incumbent is expected to act independently on a day-to-day basis. Display a high degree of initiative in the determination of priorities, while aligning to the project schedule and team objectives. Takes broad direction of the Project Manager.

Selection Criteria:

1. Proven expertise in data management systems, including SQL Server, with the ability to quickly understand complex database schemas, undertake data migration activities and develop advanced queries, functions and procedures.
2. Demonstrated project management skills, together with the ability to undertake research, analysis, investigation, and risk assessment activities, including developing and preparing high level correspondence and reports tailored to a variety of audiences.
3. Demonstrated skills and experience in the use of business intelligence reporting systems and spreadsheets supporting project objectives.
4. Well-developed written communication skills, including proven ability to produce clear, concise, and accurate documents such as business requirements, technical specifications and other supporting documentation.

5. Demonstrated ability to work effectively both independently and as a member of a team to support the achievement of project and organisational objectives.

Qualifications and Experience:

Desirable:

- Strong proficiency in JSON, SQL and relational databases.
- Experience using Microsoft DevOps and Business Intelligence Tools.

Code of Conduct:

The State Service Code of Conduct, which is contained in Section 9 of the *State Service Act 2000* (the Act), reinforces and upholds the State Service Principles (s7) by establishing standards of behaviour and conduct that apply to all employees, including the person undertaking these duties, senior officers and Heads of Agency.

Environment and Conditions

The Department of Police, Fire and Emergency Management (DPFEM) is an agency created under the *State Service Act 2000*. It consists of four operational services: Tasmania Police, Tasmania Fire Service, State Emergency Service and Forensic Science Service Tasmania. The operational services are supported by a range of support functions.

DPFEM strives to provide services that are responsive, socially inclusive and focused on policing, emergency response, community preparedness and emergency management outcomes that contribute to a safe and secure community. The services are delivered by sworn Police Officers, State Service employees (including firefighters and support staff) and volunteers. DPFEM works to make our community safe through the provision of a range of different emergency services, and improve our understanding and respect for our diverse community values and lifestyles.

DPFEM wants a safe workplace where employees work in a manner that reflects the organisational values. The person undertaking these duties is expected to actively participate in developing and maintaining safe work practices and to behave in a manner consistent with the organisational values.

DPFEM 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 DPFEM 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.

DPFEM does not tolerate violence, especially violence against women and children.

The working environment is largely office based, however intra-state travel may be required. During emergency incidents, the person undertaking these duties may be required to provide support for the emergency incident.

Employees 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.

Terms and conditions of employment are in accordance with the Tasmanian State Service Award.

Approved

Amardeep Ghuman

Manager, partnering and Employment Services
PEOPLE AND CULTURE

Date: October 2024