

Position Description

Our Values

We value life
We make every conversation count
We will find a better way, today
We make the complicated simple

Position Title	Data Manager
Position Number	13940
Band / Job Group	JG6
Division	Business Enablement Division Business Enablement are responsible for management of the TAC building and the financial, risk, assurance, legal, business intelligence, program delivery and forensic services the TAC. This division also oversees the operations of the Residential Independence Pty Ltd.
Branch	Business Intelligence
Location	Geelong
Reports To	Senior Manager Business Intelligence
Number of Direct Reports	3-4
Working with Children	Is a Working with Children check required for this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Financial Delegation	N/A
Job Purpose	Leading a team of professionals and drawing on extensive experience in data management and warehousing, take responsibility for the development and management of the TAC's data resources. As well as managing the implementation of maintenance releases and new analytic products on to the production analytic environment, responsibilities will include managing the provision of data to external stakeholders and collaborating with internal stakeholder in developing frameworks and procedures to facilitate good data management and governance.

KEY ACCOUNTABILITIES

Managing a team of professionals, lead and manage TAC's information management procedures and data resources by:

- Manage TAC's SAS data environment according to established information management practices and information governance principles. This includes ensuring the team works according to existing standards and frameworks and acts according to best practices with respect to data management.
- Managing approvals for access to the data environment so that current risk control with respect to data security and privacy remain effective.
- Ensuring appropriate business processes are in place to review and sign off major projects that impact on TAC's data resources.
- Contribute to the development of a mature data governance culture
- Facilitate engagement and knowledge sharing between data warehouse stakeholders including business units, IT and external service providers.
- Monitor oversight of data quality metrics and working with internal data partners in responding to data quality and security issues.
- Promote adherence to established standard coding rules and ensuring the team manages its data in such a way that existing metadata is not compromised and opportunities to use metadata and documentation to support timely and accurate insight are supported.
- Maintain a repository of centrally located documentation (including change logs and data dictionaries) in relation to the reporting environment, business rules, and routine Information Management activities.
- Liaising with IT and externally provided SAS support to oversee procedures and frameworks for the development, operation, function and content of the SAS data warehouse, ensuring that system data can be reliably transformed into complete and accurate business information.
- Interacting with business analysts and business project managers to provide SAS data warehouse advice and solutions in relation to major projects and change initiatives.
- Using networking and formal professional development opportunities to enhance and maintain knowledge of industry best technical processes and practices in regard to data management.



Position Description



Our Values

We value life
We make every conversation count
We will find a better way, today
We make the complicated simple

- Establishing and maintaining processes to provide TAC claims data to external stakeholders, including research organisations and other government agencies. This includes linking of cases from external research databases to TAC claims and provision of TAC claims data to external researchers while ensuring that the privacy of TAC clients is protected.
- Responding to Freedom of Information requests that require capture of data from TAC systems

Organisational Responsibilities

As defined by the Occupational Health and Safety Act 2004 - Victoria employees of TAC are to take reasonable care to ensure their own safety, not place others at risk by any act or omission, follow safe work procedures, report hazards and injuries and cooperate with the employer to meet work health safety obligations.

Role model all TAC Leadership Model capabilities and behaviors; Adapt & Learn, Embrace Accountability, Cultivate Partnerships, Empower Others, Exercise Judgment, Deliver Outcomes, Shape Strategy & Direction and Lead Transformation.

Participate in identification and development of initiatives, risks, changes, recommendations and implementation of appropriate work practices, policies and guidelines to improve efficiency and/or effectiveness of work.

KEY SELECTION CRITERIA

Relevant Qualifications, Work Experience & Specialised Knowledge

- Demonstrated experience in developing and leading teams to deliver quality outcomes for the business.
- Strong coordination skills and the ability to manage multiple and competing demands within agreed timeframes.
- Strong stakeholder management skills in an environment of changing priorities and emerging issues.
- Strong communication skills, both written and verbal, and ability to discuss highly complex and abstract concepts.
- Demonstrated experience in a role that focused on data management and the provision of high level information to senior management, including the development of frameworks and procedures for information management and governance.
- A high level of technical aptitude is essential. Advanced expertise with SAS or another similar reporting and query language is desirable. Demonstrated expertise with Microsoft EXCEL.
- Strong system knowledge: a thorough understanding of the operations of typical business databases and applications, as well as an understanding of client/server and operating system functionality and interaction.
- Sound knowledge of business processes, supporting I.T. systems (including the data warehouse and reporting environments) and their content.
- Proven knowledge and understanding of data warehouse components and modelling processes.
- Experience in using work management applications such as JIRA and code line deployment and version control applications such as Bitbucket.
- Tertiary qualification in a quantitative or information technology discipline (e.g. Computer Science, Information Technology, Mathematics, IT, Statistics, Business or Economics) or equivalent work experience.

Capabilities

Cultivate Partnerships: Builds and maintains relationships with stakeholders across roles, teams and divisions, internally and externally

Cultivate Partnerships: Communicates and presents complex and abstract ideas in a clear, succinct and understandable way, suitable to the audience

Exercise Judgement: Probe and look past symptoms to determine the underlying causes of problems and issues, recognising the links between interconnected issues within the team





Position Description



Our Values

We value life
We make every conversation count
We will find a better way, today
We make the complicated simple

Exercise Judgement: Undertakes objective analysis and draws accurate conclusions based on evidence

Deliver Outcomes: Demonstrates thoughtful consideration for balancing achievement of different goals when delivering results

Adapt and Learn: Regularly seeks feedback and reflects on own capabilities, actively pursuing ways to develop and apply new capabilities

Empower Others: Challenges important issues constructively, provides rationale for own position and supports others when required

Empower Others: Develops others by providing coaching to team members

