

Department of State Growth

Statement of Duties

Position Title:	Manager Data and Analysis
Position number:	372351
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 7
Division/branch/section:	State Roads/ Asset Management/ Data and Analysis
Location:	South
Employment status:	Flexible – Permanent
Supervisor:	Director Asset Management

Position Objective

The Manager Data and Analysis provides strategic direction and leadership to a team of professional and technical staff responsible for the collection, management, analysis, mapping and reporting of State roads data that is critical to the delivery of services and contributes to policy-making at a State and Federal level. The role provides leadership in asset information management across the Transport and Infrastructure Group.

Major Duties

1. Provide leadership and support to a team of professional and technical staff including the day to day supervision and allocation of duties.
2. Manage the development and effective implementation of data collection, management and analysis, including analytical and reporting tools, according to the Government's strategic directions and priorities.
3. Oversee the provision of specialist high level research, analysis and reporting of key road infrastructure data and develop proposals, including analysis and recommendations to address complex transport issues and meet government priorities.
4. Provide specialist high level advice and leadership on technical and qualitative asset information and collection, including representing the agency at national and state forums as required and conducting innovative investigations as required.
5. Provide high level co-ordination and continuous improvement of asset data collection and systems including developing and implementing asset data collection plans, liaison with ICT services, implementing data standards, contributing to national road management reforms and managing complex contracts.

6. Undertake a range of multifaceted and complex projects and manage the assigned financial and other resources to achieve high level outcomes based on contemporary project management methodologies.
7. Work with external stakeholders and end users, other Government agencies, other areas of the agency, and contractors in relation to asset data governance, collection and analysis as required to ensure effective implementation of key transport initiatives.
8. Prepare high level correspondence, publications, reports, and briefing material as required and review key documents.

Scope of Work: (Responsibility, Decision-Making and Direction Received)

The position will receive broad direction from the Director Asset Management in terms of strategic direction and meeting objectives, and is expected to work autonomously to function without the necessity for day-to-day supervision to achieve outcomes. As a member of the branch management team, the occupant is expected to collaborate and provide leadership within the Branch and across the Transport and Infrastructure Group, contributing to the overall achievement of Branch, Division and Transport and Infrastructure Group objectives.

It is critical that the occupant undertakes a lead role in developing and maintaining highly effective working relationships with internal stakeholders, including staff from within State Roads and the broader Transport and Infrastructure Group.

The occupant is expected to set work priorities and exercise initiative, discretion and judgement to effectively achieve business unit outcomes. The role operates in a changeable and dynamic environment that requires the occupant to demonstrate agility and flexibility in meeting deadlines and revising priorities to enable the delivery of outputs.

The occupant is responsible for ascertaining and exercising the appropriate financial and human resources delegations.

The role operates in an office-based environment, however will involve some intrastate travel.

State Roads insists on a collaborative and consultative approach, involving integrity, respect and openness in dealing with others and believes teamwork, effective communication and professionalism are essential in achieving higher quality outcomes. State Roads has a clear vision of being an organisation that is:

- Accountable
- Innovative
- Focussed on its customers
- Respected
- A place we are proud to work

The person occupying this position will be committed to the achievement of this Vision and the Division Business Objectives by contributing to a positive work environment and modelling the Division's *Behaviours Commitment*.

It is expected that all State Roads employees will work towards providing efficient and effective customer service which is focussed on its customers' needs. As part of our commitment, the

occupant of this position is responsible for managing all customer interactions appropriately, within agreed timeframes and in-line with the Customer Service Standards, available from www.transport.tas.gov.au/.

Selection Criteria (Knowledge and Skills):

A high degree of technical knowledge, although beneficial, is not essential in this position.

1. High level contemporary management skills, with a proven ability to successfully lead and support a team of professional and technical staff in an environment of change.
2. Demonstrated highly developed strategic, research and analytical skills, including demonstrated experience in applying these skills in a complex environment across a range of issues to support outcomes and priorities. This included knowledge of and experience in asset data collection, management and analysis, particularly relating to transport or the ability to quickly acquire this.
3. High level understanding of contemporary asset management principles, particularly as they apply to transport assets.
4. High level contemporary project management and contract management skills, including a demonstrated ability to apply those skills to complete complex projects in line with expected outcomes and outputs, on budget and within set timeframes.
5. Demonstrated high level interpersonal skills, including the demonstrated ability to liaise, consult, negotiate, represent the agency and present material along with the ability to build and maintain effective working relationships with a variety of client groups. This includes the demonstrated ability to combine efforts with external stakeholders and other areas of the agency to achieve successful outcomes.
6. Highly developed written communication skills, including the ability to produce information, reports and publications that are clear, accurate, concise and readily understandable to non-specialists along with the ability to make decisions to a variety of audiences.

Position Requirements

Pre-employment

The Head of the State Service has determined that the person nominated for this role is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted.

- *Nil*

Essential

- *Nil*

Desirable

- *Tertiary qualification in a relevant discipline*

Working at State Growth

The Department of State Growth works to grow our economy and provide opportunities for all Tasmanians. We provide support and strategy advice in relation to key economic drivers including energy, industry sectors, resources, regulation and infrastructure. We support the delivery of a range of public services and have a strong focus on investment attraction and the development of innovative strategies that drive state growth.

The [department's website \(http://www.stategrowth.tas.gov.au/\)](http://www.stategrowth.tas.gov.au/) provides more information.

Our department is a diverse, inclusive and flexible workplace that enables our people to contribute to their full potential. We value the diverse backgrounds, skills and contributions of all employees and treat each other and our clients with respect.

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

Our people who are at the heart of the organisation; *our decisions* which are based on sound principles; and *our clients* who are at the centre of what we do.

We have the ***Courage to Make a Difference*** through:

- ***Teamwork*** – our teams are diverse, caring and productive
- ***Respect*** – we are fair, trusting and appreciative
- ***Excellence*** – we take pride in our work and encourage new ideas to deliver public value
- ***Integrity*** – we are ethical and accountable in all we do

We are committed to high standards of performance relating to Workplace Health and Safety and all employees are expected to participate in maintaining safe working conditions and practices. State Growth has zero tolerance to violence, including violence against women and any form of family violence. We will take an active role to support employees and their families by providing a workplace that promotes their safety and provides the flexibility to support employees to live free from violence.

All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to (*State Service Act 2000*). These can be located at State Service Management Office (www.dpac.tas.gov.au/divisions/ssmo)
