

Department of State Growth

Statement of Duties

Position Title:	Data Information Officer
Position number:	371179
Award/Agreement:	Tasmanian State Service Award
Classification level:	General Stream Band 4
Division/branch/section:	State Roads – Asset Management Branch
Location:	Hobart
Employment status:	Flexible
Supervisor:	Manager Data and Analysis

Position Objective

As part of a small client-focused team, provide data analysis, research, and reporting services that contribute to the improvement and efficiency of data governance and collection of State Roads data assets information. Assist in developing business improvement processes and programs that deliver a high-performing system across the State Roads division.

Major Duties

- Assist in increasing efficiencies within the branch, by contributing to ongoing improvements to data collection, data and knowledge management, and operational processes.
- Provide assistance in dealing with data standards, data collection methods and related issues and contribute to the provision of statistical consultancy services offered within and by State Roads.
- Liaise with internal stakeholders, on data and collection issues and challenges.
- Ensure that information is appropriately managed and maintained within the departments systems and tools using quality procedures to ensure data integrity.
- Develop written materials including reference guides, workshop presentations and animations, to support internal staff on contracting and business systems and processes.
- Actively contribute to the promotion of a positive workforce culture across the branch.

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

The occupant will receive general direction and training from the Manager Data and Analysis. The occupant will develop and apply specialised knowledge to a range of related data and statistical activities. The work undertaken has a significant influence on service delivery and performance outcomes for the work unit. The occupant will act with a degree of autonomy and is accountable for ensuring that work undertaken is produced in an accurate and timely manner.

A professional, consistent and reliable approach to both internal and external stakeholder engagement is key to success in this position. It is an expectation that a professional 'can do' approach is exhibited while delivering on business objectives.

Selection Criteria (Knowledge and Skills):

- High level of adaptability, flexibility and autonomy, including the ability to plan, prioritise and deliver own outputs with a commitment to task accuracy and completion of milestones in short time periods.
- Highly developed written communication skills including the ability to develop and present information that is clear, accurate, concise and readily understandable to a variety of internal and external audiences including non-specialists.
- High level interpersonal skills together with a demonstrated ability to contribute positively in a team environment, the capacity to work collaboratively with internal and external stakeholders, and an ability to provide guidance and coaching to develop capability.
- A continuous improvement focus with proven attributes of attention to detail, initiative, self-motivation and sound judgement.
- Proven statistical analysis, research and conceptual skills and experience working with complex data sets and the collection, organisation, interpretation and quality assurance of statistical data, including high level skills in Microsoft Excel.

Position Requirements

Pre-employment

- *Nil*

Essential

- *Nil*

Desirable

- *Nil*

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)
