

## Office of the Chief Information Officer

### Senior Data Analyst – Statement of Duties

#### Objective

The role is responsible for the development and delivery of high-quality analytical products, in a contemporary business intelligence environment, including forecasting models, reports and dashboards, to provide insights and support the department to make data-driven operational, strategic and policy decisions that best benefit the community.

#### Duties

- Analyse and synthesise information from a range of data sources for the purpose of generating insights and recommendations to support review and improvement of programs and services.
- Undertake modelling, research and analysis to support the development, enhancement and maintenance of a criminal justice system forecasting model and other projects, including analysing the impact of emerging trends, and policy and program initiatives on the criminal justice system.
- Design and develop high quality reports to improve the reporting capabilities on the basis of justice statistics, modelling and analysis to inform policy, budget and investment decisions in the justice portfolio.
- Provide high level support and provide authoritative advice to stakeholders through detailed reports, presentations and briefings.
- Represent the department as required on committees and in other forums.  
Manage delivery of moderate-complexity data analytics and solution implementation projects.
- Act as a senior team member, provide mentorship and guidance to team members, in the absence of Manager Information Analysis Services.
- Perform other duties as envisaged by the assigned classification under the relevant industrial award or agreement and in accordance with the skills, competency and training of the occupant.

#### Level of responsibility

Responsible for the evaluation, analysis, insights and research, together with the provision of timely accurate advice, recommendations and reporting in relation to crime and justice services. The occupant operates with considerable independence in day-to-day activities and must ensure confidentiality when handling confidential and sensitive information and issues.

Conduct your work in a safe manner such that it does not put yourself or others at risk.

Comply with any reasonable instruction contained in WHS policies, procedures and instructions and report hazards, near misses and incidents to your supervisors.

You are responsible for upholding the values of Integrity, Respect, Accountability and actively contributing to make our workplaces Inclusive and Collaborative.

Direction and supervision with limited guidance and exercises initiative, flexibility and creativity in applying expertise to deliver allocated tasks and support organisational objectives, under the broad direction of the Manager, Information Analysis Services.

### **Selection criteria**

1. Demonstrated extensive experience in quantitative and qualitative research methodologies, analytical tools (see Desirable requirements section) and data management procedures for monitoring and measuring the impact of emerging trends, policy and program initiatives in a complex organisation.
2. Demonstrated knowledge, understanding and experience in the provision of data-driven recommendations and business intelligence products to monitor and evaluate new and ongoing business, project and/or policy objectives.
3. High level understanding of data management, data extraction and quality assurance using database tools.
4. High level interpersonal and communications skills, with the capacity to communicate simply and clearly on aspects of data analysis, reporting and statistics, including a focus on meeting client needs.
5. Well-developed project management skills with the ability to provide advice and recommendations to meet strict deadline to support organisational objectives and improve service delivery outcomes.
6. Proven initiative, innovation, self-motivation and flexibility and the capacity to work as a member of a team, in alignment with the Department of Justice agency values.

### **Essential requirements**

- Nil

## **Desirable requirements**

- Experience using forecasting or modelling techniques.
- Experience using some of the following software/tools and languages:
  - Microsoft Excel, Power Query, Power Pivot
  - Tableau, Power BI or equivalent Business Intelligence tools
  - Microsoft SQL Server, Integration Services, Reporting Services, Azure Synapse
  - Visual Basic, Python, R

## **Pre-employment Checks**

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

The following checks are to be conducted:

### **1. Pre-employment checks**

- Arson and fire setting
- Violent crimes and crimes against the person
- Sex-related offences
- Drug and alcohol related offences
- Crimes involving dishonesty
- Crimes involving deception
- Making false declarations
- Malicious damage and destruction to property
- Serious traffic offences
- Crimes against public order or relating to the Administration of Law and Justice
- Crimes against Executive or the Legislative Power
- Crimes involving Conspiracy

### **2. Disciplinary action in previous employment.**

### **3. Identification check.**

## Position Summary

<b>Title</b>	Senior Data Analyst
<b>Number</b>	356980
<b>Award</b>	Tasmanian State Service Award
<b>Classification</b>	General Stream Band 6
<b>Division</b>	Corporate, Strategy and Policy
<b>Full Time Equivalent</b>	1.0 FTE
<b>Output Group</b>	Office of the Chief Information Officer
<b>Branch</b>	Justice Connect
<b>Supervisor</b>	Manager, Information Analysis Services
<b>Direct Reports</b>	Nil
<b>Location</b>	Hobart
<b>Position category and funding</b>	A730