

Office of the Chief Information Officer

Senior Data and Policy 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 models, reports and dashboards, 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.

Direction and supervision received

- Works 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 collection 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 policy recommendations and the development, delivery, implementation and evaluation of strategic policy and projects.
3. 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.
4. Well-developed project management skills with the ability to provide advice and recommendations to meet strict deadlines.
5. 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.
6. High level knowledge and understanding of the political, social and organisational environment, relevant to crime and justice services or demonstrate the ability to develop an understanding in a complex organisational environment.

Essential requirements

- A person is to provide evidence that they are vaccinated against COVID-19 or have an approved exemption (details below).

A person is vaccinated against COVID-19 if the person has received all of the doses of a vaccine for COVID-19, necessary for the person to be issued with a vaccination certificate in respect of COVID-19 by the Australian Immunisation Register, or an equivalent document from a jurisdiction outside of Australia.

A person may be granted an exemption from providing evidence that they are vaccinated against the disease where the person demonstrates –

1. Medical contraindication

A person is unable to be vaccinated against the disease due to a medical contraindication if they:

- a) provide evidence in a form provided and accepted by the Head of Agency from a medical practitioner (as defined by the Australian Immunisation Register as a medical practitioner who can grant a medical exemption) which certifies that the person has a medical contraindication that prevents them from being vaccinated against the disease.

Or

- b) have a medical exemption, that applies to the vaccinations for the disease, that has been recorded on the Australian Immunisation Register, operated by or on behalf of the Commonwealth Government.

2. Exceptional circumstances

Demonstrated to the satisfaction of the Head of Agency.

Desirable requirements

- A tertiary or advanced qualification and/or experience in economics, statistics, data science or a related field would be considered advantageous.
- Experience using demand forecast modelling techniques
- Experience using some or all of the following software/tools and languages:
 - Microsoft Excel, Power Query, Power Pivot
 - Microsoft SQL Server, Integration Services, Reporting Services, Power BI
 - Visual Basic, Python, R

Organisational Context

The position sits within the Information Analysis Services team, under the Office of the CIO, within the Department of Justice.

The Department is a functionally-diverse organisation supporting the processes of Criminal and Civil justice (including Courts, Crown Law, Prisons and Community Corrections, Victim Support and Safe- At Home Coordination Unit) and Regulatory Services (Births, Deaths & Marriages, Consumer, Building and Occupancy Services, Monetary Penalties Enforcement Service, and others) as well as providing services to a number of independent statutory authorities.

Department Values

The Department has established, through a process of internal and external consultation, a set of Values that we hold ourselves to:

We act with

- Integrity: We are honest, ethical, reliable, and fair in everything we do.
- Respect: We treat our colleagues, stakeholders and clients with courtesy and value the diverse experiences of others.
- Accountability: We are transparent, take ownership for our actions and acknowledge the responsibility we have to our colleagues, stakeholders and clients.

Our workplaces are

- Inclusive: We enable our colleagues, clients and stakeholders to be respected, valued and treated equitably.
- Collaborative: We actively engage with our colleagues, stakeholders and clients to make informed decisions that benefit the Tasmanian community.

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

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