Department of Justice

Tasmania

Office of the Chief Information Officer

Data and Reporting Analyst – Statement of Duties

Objective

The position contributes to the development of reporting and analytical capabilities in a contemporary business intelligence environment, including models, reports and dashboards, that support the department to make operational, strategic and policy decisions that best benefit the community.

Duties

- Undertake research and analysis to support the development, enhancement and maintenance of workforce planning and criminal justice data, including analysing the impact of emerging trends and policy and program initiatives on the Department of Justice workforce.

- Contribute to the development and production of high-quality client focussed reporting and analysis.

- Using specialist expertise analyse and synthesise statistical information for the purposes of evaluation and recommendations to support and to inform and improve Government and departmental initiatives, policy and workforce plans.

- Facilitate the provision of information relating to the justice portfolio for regular internal reporting purposes, for external bodies such as the Australian Bureau of Statistics, and in response to enquiries.

- Assist in the management and ongoing development of the datasets and reporting database (on-premises and cloud) used by the Department.

- Liaise with relevant stakeholders and provide clear and authoritative advice and recommendations through detailed reports, presentations, meetings and briefings as required.

- Prepare written documentation, including preparation of project documentation, departmental reports, briefing notes, and correspondence in relation to identified projects and programs.

- 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

- The occupant is expected to act with significant independence and on their own initiative with regard to management of output for assigned tasks, exercise independent judgement to resolve issues, with guidance and information from senior members within the team.

- 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 received

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

Selection criteria

1. Knowledge and experience in the development or use of data visualisations and reporting tools, or the ability to rapidly acquire such skill.

2. High level problem solving, research and analytical skills, including experience in data analysis with the ability to formulate findings and make recommendations.

3. Experience and skills in data management, data transformation, data extraction and quality assurance using contemporary processes and tools.

4. High level verbal and written communication skills, with the capacity to communicate simply and clearly on aspects of data analysis, reporting and statistics.

5. Project management skills and demonstrated capacity to independently support a wide range of tasks with competing and changing priorities, within identified time frames.

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 any of the following software, tools or 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

Title	Data and Reporting Analyst
Number	356006, 357153
Award	Tasmanian State Service Award
Classification	General Stream Band 5
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