

Title:	<b>TEAM LEADER, DATA PRODUCTS</b>	Position level:	<b>10</b>
Branch:	MyNCVER		
Reports to:	MyNCVER Branch Manager		
Current occupant:	<b>VACANT</b>		

POSITION OVERVIEW
<p>The Team Leader, Data Products is responsible for leading the design, delivery and continuous improvement of NCVER's data products, modern data architecture and data engineering capabilities.</p> <p>The role combines leadership in data architecture and product delivery with deep subject matter expertise in national VET datasets, statistical methodologies and data interpretation. The position is accountable for ensuring NCVER's data products accurately represent complex VET concepts, calculations, classifications and business rules, transforming highly complex datasets into trusted, governed and reusable data assets that underpin organisational reporting, analytics and self-service capabilities.</p> <p>The Team Leader will develop a comprehensive understanding of NCVER's national collections, surveys, classifications, statistical methodologies and data derivations, enabling them to design and govern data models, metrics and data products that preserve the integrity, consistency and meaning of VET data.</p> <p>The role will lead the development of modern data solutions, including data pipelines, data models, semantic layers, metadata and governed data assets, enabling internal and external users to discover, access and interpret VET data with confidence. The role is responsible for establishing modernised data capabilities that support self-service reporting and analytical products across the organisation.</p> <p>The role leads a data engineering team and is responsible for the end-to-end lifecycle of data products, from data ingestion and transformation through to the delivery of secure, scalable and high-quality data assets that enable evidence-based decision-making and trusted insights across the VET sector.</p>

KEY RESPONSIBILITIES AND ACCOUNTABILITIES
<ul style="list-style-type: none"> <li>• Develop and maintain an expert-level understanding of NCVER's national collections, surveys, classifications, business rules and statistical methodologies.</li> <li>• Lead complex investigations and analyses involving large and highly complex datasets, identifying anomalies, challenging assumptions and ensuring analytical outputs are robust and defensible.</li> <li>• Lead the design, development and continuous improvement of complex data products, including data pipelines, data models, semantic layers, governed data assets and reusable datasets that support reporting, analytics and self-service capabilities.</li> <li>• Contribute to the design and implementation of complex technical solutions, undertaking hands-on activities such as data modelling, metric and calculation design, complex transformations and solution architecture where deep VET data expertise is required.</li> </ul>

- Ensure data solutions are secure, scalable, reusable and governed, and that modern engineering practices are embedded, including automation, DevOps, CI/CD, version control, testing and documentation.
- Lead the design and implementation of modern data architecture, including data warehouses, data marts, semantic models and data platforms, ensuring the integrity, comparability and quality of VET statistics are preserved.
- Define and govern complex calculations, metrics, derivations and business rules to ensure analytical consistency, transparency and trust in NCVER's data products.
- Manage and provide leadership to data engineers and guide their professional and career development. Foster a culture of innovation, continuous improvement and customer-centric product delivery.
- Interpret highly complex data and translate results to non-technical audiences.
- Explore a range of creative alternatives to contribute to improvements in business systems, services and work processes.
- Develop and maintain stakeholder relationships to support data translation and continuous product improvement.
- Establish performance outcomes, quality measures and success metrics for data products and engineering initiatives, including monitoring, reporting and continuous improvement requirements.
- Represent NCVER at internal and external forums, presenting complex data concepts, methodologies and analytical findings to a diverse range of audiences.
- Explore a range of creative alternatives to contribute to improvements in services and work processes.
- Some out of hours work may be required.

## KEY SPECIALIST COMPETENCY REQUIREMENTS

### **Data Analytics – Expert**

- Defines the problem.
- Assesses the availability and usability of data and determines the most appropriate technique for analysis.
- Oversees and leads others in the preparation of data for analysis (cleansing and transformation).
- Oversees and leads others in the manipulation, exploration and modelling of data using programming languages and complex techniques such as machine learning, regression, clustering.
- Expertly communicates insights in a range of formats for both technical and non-technical audiences.

### **Data Extraction & Analysis – Expert**

- Leads and oversees work conducted with comprehensive data assets.
- Apply advanced querying techniques.
- Access, query, interrogate and manipulate large and / or complex data sets, such as hierarchical data structures, survey data, data marts and data lakes.
- Ensures data privacy and security protocols are adhered to, particularly when working with sensitive or personal data.
- Oversees the identification and resolution of data related challenges and discrepancies.
- Oversees the establishment and maintenance of detailed documentation of data access processes, query logic, and data derivations.
- Have an understanding of data modelling and data warehousing concepts.

- Sum marises data and creates com plex reports.

**Project Management (Generalist) – Expert**

- Prepares scope and business cases for com plex projects.
- Implem ents effective governance processes for consideration , acceptance and m onitoring of projects based on sound business cases.
- Defines goals in measurable and time bound terms.
- Executes and controls projects within agreed scope.
- Manages budgets and resource requirements.
- Identifies and manages success criteria and business benefits.

**Project Management (Practitioner) – Intermediate**

- Takes full responsibility for the definition, approach, facilitation and satisfactory completion of medium -scale projects.
- Provides effective leadership to the project team . Adopts appropriate project management methods and tools. Manages the change control process and assesses and manages risks. Ensures that realistic project plans are maintained and delivers regular and accurate communication to stakeholders.
- Ensures project and product quality reviews occur on schedule and according to procedure. Ensures that project deliverables are completed within agreed cost, timescale and resource budgets, and are formally accepted, by appropriate stakeholders.
- Monitors costs, times, quality and resources used and takes action where performance deviates from agreed tolerances.

**Statistical Reporting & Presentation - Expert**

- Expertly interprets trends from data.
- Oversees, and leads others in, the presentation of complex information.
- Present results of own and branch/division research and analysis at internal and external events.
- Interpret highly complex data and translate results and meaning for non-technical audiences.
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**KEY CORE COMPETENCY REQUIREMENTS**

**Actively Creates Collaborative Opportunities – Expert**

- Strategically scans the environment for collaborative opportunities.
- Delegates and selectively engages in collaborative activities at senior levels
- Anticipates barriers to collaborations and takes measures to overcome them .

**Agile & Flexible – Advanced**

- Changes course of action as new and relevant information comes to light.
- Adapts quickly, flexibly and cooperatively.
- Determines a course of action despite lack of clarity.

**Clear & Responsive Communicator – Expert**

- Presents messages and their context in an authentic clear and concise manner.
- Adapts communication and delivery style to audience needs.
- Creates content that is personalised, i.e. own voice, and relevant.
- Speaks with confidence and clarity before sizable groups, both internal and external, especially under pressure. Responds to interruptions and antagonistic questions with composure.
- Listens with intent to gain understanding and responds in a meaningful and timely manner.

**Customer & Stakeholder Oriented – Advanced**

- Understands the customers/stakeholders and their goals and needs.

- Identifies and adopts practices that meet customer/stakeholder goals.
- Understands the relationship between customer and stakeholder satisfaction and the organisation's ongoing success.

**Develops Self – Advanced**

- Demonstrates a high-level of self-awareness through openly communicating strengths and development needs.
- Demonstrates awareness of how Self impacts others and adjusts behaviours accordingly.
- Is open to feedback and engages in continuous learning and its application.

**Establishes and Nurtures Professional Relationships – Expert**

- Brokers and facilitates professional relationships.
- Fosters a culture that supports professional relationships.
- Creates opportunities for successful co-operation and invites contribution.
- Achieves mutually beneficial outcomes.

**Fosters Teamwork – Advanced**

- Creates and takes part in a culture of working collaboratively to achieve results.
- Establishes common objectives and a shared mindset.
- Supports others to achieve individual and collective results.

**Manages Own Performance – Expert**

- Focuses effort on achieving quality results.
- Establishes challenging and realistic goals for self.
- Takes and models accountability for own work.
- Sets and works to agreed priorities, outcomes and resources.
- Ensures ideas and intended actions become reality and that planned projects result in expected outputs.

**Transparent & Honest – Advanced**

- Builds trust in the workplace, by speaking openly about their branch's goals, opportunities, and challenges.
- Fosters an environment where people feel safe to express their thoughts and ideas.
- Supports others and actively facilitates open and honest dialogue.

**KEY LEADERSHIP COMPETENCY REQUIREMENTS**

**Business Acumen and Governance Focus – Intermediate**

- Considers the implications of business decisions.
- Makes informed decisions with consideration of corporate policy and delegated authority.
- Ensures effective operation and performance of own team.

**Develops Others – Advanced**

- Encourages, coaches and mentors people to engage in continuous learning.
- Empowers people through engagement, delegation and support.
- Creates opportunity for others to learn, develop and apply new skills.
- Delivers constructive feedback in a manner that gains acceptance and achieves resolution.

**Facilitates Performance of Others – Advanced**

- Creates and models a culture of ownership, accountability and achievement.
- Establishes challenging and realistic goals for others.
- Manages performance to achieve outcomes and facilitate continuous improvement.
- Provides forums to review outcomes and consider opportunities for improvement.

- Celebrates success.

**Fosters Innovation – Advanced**

- Actively seeks, encourages and embraces innovative and progressive ideas.
- Demonstrates new approaches to solve identified problems/benefits.
- Adds value to the organisation through innovation.

**Influential – Intermediate**

- Uses communication skills and strategies to transfer ideas, inspire action and align expectations.
- Provides perspective and positive influence.
- Leverages networks.

**Leads by Example – Expert**

- Inspires others to engage in and contribute their best efforts toward the collective vision, strategy and the goals of the organisation.
- Shows appreciation and gratitude.
- Demonstrates the highest standards of ethical and professional behaviour.
- Takes responsibility for own actions and commitments.

**Leads Change – Advanced**

- Acts as an ambassador for, initiates, and sponsors change.
- Understands the benefits and challenges of embedding new ways of working.
- Successfully implements and embeds change.

**Manages Risk – Advanced**

- Actively identifies and calls out risks, the implications and possible treatment strategies.
- Uses the appropriate risk management framework to own and manage risk.
- Proactively escalates issues that have not been controlled to ensure work remains on track.

**Manages Workforce Capability – Intermediate**

- Understands current and anticipates future skills and needs of the team.
- Identifies current & future skill gaps within the team and actively works to address via development and / or recruitment strategies.
- Actively participates in talent management and succession management processes.

**Provides Clear Direction – Advanced**

- Sets agendas and tasks that align with the strategic objectives and communicates expected outcomes for their business unit.
- Illustrates and clarifies the relationship between tasks and goals for all members of their business unit.
- Provides direction to others regarding the purpose and importance of their work.

**Strategic Thinking – Intermediate**

- Maintains an understanding of the organisation's purpose and ongoing challenges.
- Identifies and adopts strategies that are most likely to result in long term success.

**Visionary – Advanced**

- Understands the macro environment that the organisation operates within.
- Establishes future direction and vision.
- Translates future vision and direction into clear goals and creates a shared sense of purpose.
- Champions the vision.

## SKILLS, QUALIFICATIONS AND EXPERIENCE

- Relevant qualification in Data Science, Statistics, Mathematics, Computer Science, Information Systems, Economics, Public Policy, Social Sciences or related discipline.
- Extensive experience leading the design, delivery and continuous improvement of modern data products, platforms and data ecosystems.
- Demonstrated experience designing and implementing scalable data architectures, including data warehouses, data marts, semantic layers and cloud-based analytics platforms.
- Demonstrated experience leading data engineering capability, including data pipeline development, transformation processes, automation and data modelling.
- Previous proven experience leading, coaching, mentoring and developing staff.