

<b>POSITION DETAILS</b>			
Title:	<b>SENIOR DATA ANALYST</b>	Position level:	<b>8</b>
Branch:	AskNCVER		
Reports to:	Team Leader, Analytics & Reporting		

**POSITION OVERVIEW**

The Senior Data Analyst is responsible for developing and undertaking complex quantitative analysis and the interpretation and communication of findings to support research and data analytics projects, data requests and consultancy work appropriate to their skillset.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

- Undertake background investigations and assist in relevant stakeholder consultations to contribute to the design of research and data analytics proposals, including contributing to the identification of appropriate methodologies and the development of associated budgets and timelines.
- Undertake complex quantitative analysis to provide meaningful insights and narrative for reports for a range of audiences.
- Develop and maintain stakeholder relationships, liaising when required, on moderately complex operational and administrative projects.
- Undertake complex data requests, analysis and checking, including specific investigations requested by internal and external stakeholders.
- Monitor progress against performance expectations to ensure quality and deadlines are met and identify risks that may impact on outcomes.
- Present results of own and branch/division research and analysis at internal and external events.
- Support, promote and engage in change processes and initiatives.
- Propose, develop and manage future research and data analytics project ideas.
- Develop a range of analytics outputs to support the presentation of research and/or analytics findings (webinars, data visualisations).
- Prepare written reports and/or other products that provide meaningful insights and narrative for a range of audiences, while adhering to the necessary quality assurance and approval processes.
- Lead and mentor other team members, especially in the development of data analysts.

**KEY SPECIALIST COMPETENCY REQUIREMENTS**

- Data Analytics – Advanced**
- Defines the problem.
  - Assesses the availability and usability of data and determines the most appropriate technique for analysis.
  - Prepares data for analysis (cleansing and transformation).
  - Manipulates, explores and models data using programming languages and complex techniques such as machine learning, regression, clustering.
  - Simplifies and summarises data.
  - Draws out key insights for stakeholders.

- Communicates insights in a clear and concise manner in a range of formats for both technical and non-technical audiences.

**Data Extraction & Analysis – Advanced**

- Work with comprehensive data assets.
- Apply advanced querying techniques.
- Access, query, interrogate and manipulate large and / or complex data sets, including 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.
- Identifies and resolves data-related challenges and discrepancies.
- Establishes and maintains detailed documentation of data access processes, query logic, and data derivations.
- Understands data modelling and data warehousing concepts.

**Project Management (Generalist) – Intermediate**

- Prepares clear and concise project proposals.
- Defines goals in measurable and time bound terms.
- Executes and controls projects within agreed scope.
- Manages resource requirements.

**Quantitative Research - Advanced**

- Coordinates and undertakes in-depth and advanced research from various sources.
- Prepares publications and other products from own and others research findings.
- Prepares and evaluates research proposals to determine their contribution in informing and influencing VET policy and practice.
- Presents research findings to others.

**Utilise and Optimise Software – Advanced**

- Uses selected software to complete tasks.
- Develops skills in new software.
- Identifies ways to leverage software.
- Supports others using software.

**KEY CORE COMPETENCY REQUIREMENTS**

**Actively Creates Collaborative Opportunities – Intermediate**

- Scans the environment for collaborative opportunities.
- Engages in collaborative activities at mid-management level.
- Anticipates barriers to collaborations and takes measures to overcome them.

**Agile & Flexible – Intermediate**

- Changes course of action as new and relevant information comes to light.
- Adapts quickly, flexibly and cooperatively.
- Supports others to adjust.

**Clear & Responsive Communicator – Intermediate**

- Presents messages and their context in an authentic, clear and concise manner.
- Adapts communication and delivery style to audience needs.
- Listens with intent to gain understanding and responds in a meaningful and timely manner.

**Customer & Stakeholder Oriented – Intermediate**

- Understands the customers/stakeholders and their goals and needs.
- Considers the customer/stakeholder perspectives in the work that we do.

- Understands the relationship between customer and stakeholder satisfaction and the organisation’s ongoing success.

**Fosters Teamwork – Intermediate**

- Creates and takes part in a culture of working collaboratively to achieve results.
- Supports others to achieve individual and collective results.

**Manages Own Performance – Intermediate**

- Focuses effort on achieving quality results.
- Establishes challenging and realistic goals for self.
- Strives to achieve and encourages others to do the same.
- Takes accountability for own work.

**Transparent & Honest – Intermediate**

- Builds trust in the workplace, by speaking openly about their teams goals, opportunities, and challenges.
- Fosters an environment where people feel safe to express their thoughts and ideas.

**KEY LEADERSHIP COMPETENCY REQUIREMENTS**

**Develops Others – Intermediate**

- 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.

**Facilitates Performance of Others – Intermediate**

- Creates a culture of ownership, accountability and achievement.
- Sets realistic goals for others.
- Manages performance to achieve outcomes and facilitate continuous improvement.
- Celebrates success.

**Fosters Innovation – Intermediate**

- Actively seeks, encourages and embraces innovative and progressive ideas.
- Acts on, supports and embeds new ways of working.
- 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.
- Negotiates persuasively.
- Leverages networks.

**Leads Change – Intermediate**

- Understands the benefits and addresses the challenges of embedding new ways of working.
- Successfully implements and embeds change.

**Manages Risk – Intermediate**

- Actively identifies and calls out risks, the implications and possible treatment strategies.
- Uses the appropriate risk management framework to own and manage risk.

**SKILLS, QUALIFICATIONS AND EXPERIENCE**

- Significant experience with statistical applications with intermediate to advanced knowledge and skills (SAS, SQL, Python, R, cloud-based analytics platforms, Qlik).
- Experience with advanced analytics techniques and methods (data linkage, regression modelling, machine learning).

- Experience in managing complex projects to completion within agreed scope and success criteria.
- Demonstrated ability to interpret and translate complex data into insights that are consumable by non-technical audiences, in a range of formats.
- Excellent written and oral communication skills and good presentation skills
- Knowledge of current issues and policies in the Australian vocational education and training system
- Relevant qualification in a discipline such as data science, mathematics, statistics or economics/social sciences.