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| **Job Description**  |
| **Job Title: Data Analyst** |
| **Role Purpose**  | The Data Analyst will be responsible for reporting information, to support strategic and operational decisions, through the application of data analysis technologies, methodologies and techniques.Working with the business, the data analyst will help to improve the quality and efficiency of data systems by making recommendations about the preferred methods to obtain, analyse, validate and report business data and working through processes of improvement and change. |
| **Reports to:** | Information Systems Program Manager | **Direct Reports:** | Nil |
| **Business Unit:** | Information Management | **Award Level:** | Non-award |
| **Office Location:** | 70 Dale Street, Port Adelaide | **HR Approval Date:** |  |
| **Internal Relationships:** | * Executive & Managers
* IM & IT Departments
* UnitingSA services & staff
 | **External Relationships:** | * Vendors/Contractors
* Consultants
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| **Person Specification (Knowledge, Skills and Experience)** |
| **Qualifications** | * Tertiary level education in Computing, Statistics, Economics or related fields (minimum Diploma, or Degree).
* Relevant data analysis certifications.
* Current SA drivers licence.
* Current DCSI Child Related Employment Screening.
* Vaccinations to meet the requirements for working in Residential Aged Care facilities e.g. Influenza, COVID (willing to be vaccinated).
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| **Experience** | * Proven experience in data visualisation software Tableau and other tools such as ODBC, Power BI or other BI/Reporting software.
* Practical experience in establishing business needs and defining new data collection and analysis processes.
* Experience working in complex projects, analysing data requirements and results, and reporting required information to stakeholders.
* Experience in managing, analysing and verifying data, ensuring quality and integrity, across a diverse and varied range of platforms.
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| **Skills & Knowledge** | * Strong mathematical and numeracy skills.
* Excellent understanding of database environments including SQL, PostgreSQL, MySQL, Sybase.
* Advanced communication, listening and presentation skills to collect and convey information appropriately to stakeholders.
* Proven ability to analyse, prioritise, solve problems, make decisions, work under pressure and meet necessary deadlines.
* Excellent analytical skills with the ability to identify trends, patterns and insights from data.
* Strong attention to detail with skills in advanced problem solving and complex report writing.
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| **Job Function Details** |
| **Key Result Area** | **% of Time** | **Tasks** |
| Data modelling | 20% | * Employ a methodical and logical approach to problem solving and solutions delivery.
* Use data modelling techniques to visualise and represent data, its relationships and rules to improve its consistency and integrity.
* Analyse, interpret complex internal and external datasets, and make recommendations for business reporting.
* Accurately document, maintain and update datasets, dictionaries and data models for all new and pre-existing sources.
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| Data management | 30% | * In conjunction with business needs, develop a data management framework and data release guidelines.
* Ensure data has integrity and is accurate.
* Manage/implement any required data cleansing activities.
* Liaise with information management support and external providers to develop data dumps and standardise reporting parameters.
* Maintain data quality.
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| Reporting | 30% | * Liaise with senior management and business units to identify reporting gaps and develop strategies to rectify these gaps.
* Ensure any contract and legislative reporting requirements are completed on time.
* Participate in business projects that require data analytics and solutions.
* Strive for continuous improvement in data capture and management practices by identifying, reporting and developing opportunities for improvement.
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| Stakeholder engagement | 20% | * Provide advice and support relating to data management.
* Partner with and support teams engaged in data collection, collation, and management activities.
* Prepare and deliver reports and present to key stakeholders.
* Coordinate, prioritise and plan activities and site visits.
* Conduct presentations, liaise with customers and meet deadlines.
* Participate in the preparation and development of operational and ad-hoc reports to stakeholders as required.
* Review, plan, develop, implement and maintain documentation, records and processes as necessary.
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| **Competency Profile** |
| **Competency** | **Level** | **Behaviours** |
| Relationship Building | Self | * Establishes a connection and affinity with others
* Builds friendly, warm relationships that are mutually beneficial
* Maintains ongoing relationships that are mutually beneficial
* Shares relevant information with others
* Recognises the value of building and maintaining relationships
* Helps others achieve common goals
* Openly communicates with others
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| Initiative | Self | * Completes tasks without constant supervision
* Puts extra effort in to complete work when not required to do so
* Exceeds job description and takes on additional tasks
* Addresses obstacles to achieve own goals
* Acts on opportunities without prompting
* Minimises potential problems by applying initiative
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| Strategic Thinking | Self | * Proactively reviews and refines processes and procedures to ensure optimum efficiency
* Considers the impact of decisions on their role and those around them
* Suggests innovative solutions to problems faced by the team
* Thinks conceptually about own areas of responsibility
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| Results Orientation | Self | * Displays drive to meet objectives and standards
* Identifies alternate possibilities when faced with obstacles to ensure task completion
* Maintains a focus on tasks that require considerable effort
* Completes tasks within designated timeframe despite obstacle
* Perseveres with routine and repetitive tasks without sacrificing quality or excellence
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| Detail and Quality Orientation | Self | * Double-checks the accuracy of information/data
* Double-check the accuracy of own work
* Maintains an orderly workspace
* Ensures work complies with quality standards
* Displays consistency in work procedures
* Takes responsibility to rectify errors concerning quality and service
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| Innovation | Self | * Double-checks the accuracy of information/data
* Double-check the accuracy of own work
* Maintains an orderly workspace
* Ensures work complies with quality standards
* Displays consistency in work procedures
* Takes responsibility to rectify errors concerning quality and service
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| Analysis | Self | * Identifies key issues related to tasks or aspects of work
* Integrates information from various sources
* Identifies cause-effect relationships
* Recognises trends in data/information
* Interprets trends in data/information
* Collects information pertaining to scope of responsibility
* Determines risks associated with the assessment of data/information
* Considers time sequences in relation to trends in data/information
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**I have read and understand the requirements of this position:**

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| Signed: |  | Name (print): |  | Date: |  |