



DATA ANALYST

DUTY STATEMENT

Job Title:	Data Analyst
APS Level:	APS6
Division:	Mental Health & Wellbeing Services
Branch	Business Operations
Section:	Clinical Systems and Monitoring
Location:	Various
Immediate Supervisor:	Director Clinical Systems and Monitoring

DUTIES

In accordance with the principles of workplace diversity, Workplace Health and Safety (WH&S), participative work practices and values, and under limited supervision and within the standards for positions at this level.

The Data and Reporting Analyst assists in the day to day management of data integration processes and contract reporting matters by contributing to the team and organisational objectives. The data analyst will focus on managing data in all its forms, analysing information structures and developing innovative ways of displaying and articulating information.

Duties include:

1. Acquiring data from primary or secondary data sources and maintaining data structures to understand business problems and generate insight
2. Interpreting data and analysing results using standardised techniques
3. Developing and implementing data analyses, data collection systems and other strategies that optimise quality
4. Identifying new data sources, collecting data, sourcing missing data
5. Generating information and insights from data sets and identifying trends and patterns including removing and cleaning data holdings
6. Preparing SOPS and reports for executive and project teams
7. Creating visualisations in data analytics software platforms such as Tableau
8. Make suggestions to manager in ways to achieve service delivery efficiencies and/ or cost reductions within accountabilities
9. Assist Manger with continuous process improvement, problem solving and best practice reviews
10. Support data governance and data integration processes while maintaining data quality as per client requirements

11. Support manager with ad-hoc unscheduled tasks and data requests when required
12. Contributing to continuous improvement and other support activities across the project including business as usual activities by providing leadership, knowledge and skills transfer to cross functional team members.

MANDATORY REQUIREMENTS

- 5+ years' experience in data analytics with large data sets
- Experience in drawing insights, building narratives and reporting on data sets
- Experience in writing complex SQL queries to extract data
- Experience in creating meaningful visualisations using Tableau
- Ability to manage and prioritise multiple tasks in a fast paced environment
- Ability to work independently and as part of a team environment
- Desirable: experience working clinical/health data
- Desirable: experience working in waterfall and agile environments.

SELECTION CRITERIA

Candidates apply by submitting a **statement of claims up to 1000 words**, also known as a 'one page pitch'.

Candidate's statement of claims outline their skills, knowledge and experience and why they should be considered for the role taking into consideration the duty statement and selection criteria ([ILS](#)).

Shapes strategic thinking

Collaborates with others in achieving the strategic objectives of the work area, encourages their contribution and communicates expected outcomes. Demonstrated ability to translate strategy into operational goals by exploring possibilities and creative alternatives.

Achieves results

Demonstrated ability to effectively manage and supervise a geographically dispersed team of clinical and administrative staff, to maximise client service outcomes. Plans carefully and identifies opportunities to capitalise on expert advice from internal and external sources. Responds effectively to competing priorities and commits to achieving quality outcomes.

Cultivates productive working relationships

Builds and sustains relationships with a network of key stakeholders internally and externally. Recognises shared agendas and works toward mutually beneficial outcomes. Anticipates and is responsive to internal and external client needs. Builds teams by fostering collaborative behaviour and values individual differences and diversity.

Exemplifies personal drive and integrity

Operates as an effective and professional representative of the Department of Veterans' Affairs in public and internal forums. Adopts a principled approach and adheres to the APS Values and Code of Conduct. Provides unbiased and straightforward advice.

Communicates with influence

Possesses exceptional communication skills including liaison, writing and negotiation. Proven ability to communicate messages confidently, listen to responses and respond accordingly.

To learn more about the ILS click [here](#).

HOW TO APPLY

Open Arms labour hire vacancies are advertised on job advertising websites and through recruitment agencies.

We recruit through several agencies within the location of the advertised role, so you may see our jobs listed on a number of different websites. This allows you to choose the agency you want to register with.

To apply for this role, please choose a recruitment agency advertising this position, and follow their application process.