Position Description

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Data Analyst</th>
<th>Position No.:</th>
<th>AR22A &amp; AR22B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit:</td>
<td>Assessment &amp; Reporting</td>
<td>Classification:</td>
<td>P2</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Senior Manager, Data Management</td>
<td>Duration of Contract:</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Location:</td>
<td>Sydney</td>
<td>FTE:</td>
<td>1.0</td>
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Position Overview

The primary purpose of this position is to contribute to ACARA’s data gathering and reporting requirements through the:

- management of collection, validation, extraction and analysis of data
- provision of data sets / reports.
- communication and liaison with data providers across the Australian education sector to reconcile data quality issues

This position has joint accountability with peer positions for the overall management of data – including its integrity, quality and completeness - that is used for schools and educational systems at state and national levels.

This position assists in determining how data sets are stored and accessed through the data warehouse by contributing to database / data warehouse design as well as the use of appropriate methods and tools (including SQL related technologies and business intelligence tools) to extract and manipulate data. The position liaises with a range of stakeholders across national jurisdictions to collect and enter/input accurate data and input into systems where it can be analysed and organised for various high profile reporting projects with strict reporting deadlines, including the My School website, on an annual basis.

Core accountabilities

1. Comply with and promote WHS practices, policies and procedures and conduct work in a safe manner
2. Commit to, promote and model ACARA’s policies including those relating to equity, diversity and sustainability in addition to ACARA’s Values and Code of Conduct
3. Participate in and promote the performance and recognition program, including setting objectives, tracking objectives and appraising outcomes
4. Work collaboratively within the business unit and across the organisation to promote communication and information sharing

Key accountabilities

The key accountabilities of this position are to:

1. Identify and implement data collection and validation methods taking into account the diversity of data sources
2. Build and maintain effective relationships with key internal and external stakeholders. Liaise with data providers to negotiate resolution of data quality issues, reconcile data validation reports and resolve data inconsistencies
3. Perform qualitative and quantitative statistical analyses on ACARA data sets as appropriate
4. Analyse, develop and implement scripts to produce complex derived data sets based on third party source data

5. Undertake research and provide recommendations in relation to improvements around the efficiency and effectiveness of data standards, collection and reporting methods / tools

6. Participate in the development of the technical specifications for IT projects and databases, and maintenance of information systems including implementing and administering guidelines, documentation and procedures

7. Process data ensuring quality integrity and security is maintained, identify gaps and advise managers on options for improvements

8. Undertake data audits, contribute to the implementation of quality assurance processes to strengthen quality control and prepare reports on data that identify discrepancies, compliance with data standards and specifications and quality issues for internal and external stakeholders

9. Prepare and deliver datasets according to specification and / or organisational request

10. Comply with security and privacy requirements for data and general information as outlined by ACARA

11. Provide other support or other duties as required

Special / additional accountabilities

ACARA is a relatively small organisation whereby there may be a need to incorporate additional accountabilities for some positions. In addition to the Key Accountabilities of this position, the incumbent is required to:

1. Maintain database architecture, naming conventions, tables and dictionaries

2. Support testing of new systems and changes and make changes as required to resolve issues and log details as per process

3. Maintain data dictionaries and data standards used by ACARA

Skills, Experience and Knowledge (Key Selection Criteria)

To be considered for this role candidates must be able to demonstrate they have:

1. Experience in data collection, extraction, management, analysis and reporting including all aspects of data collection project design and implementation, scope, time, compliance and risk management, data verification, management of large and/or complex datasets, and the extraction of information from diverse sources and its analysis for reporting and modelling

2. Project coordination and administration experience, including contributing to development and maintenance of policy and procedural documentation, with excellent attention to detail and ability to meet tight data request deadlines

3. Experience in scenario analysis and development, use and maintenance of relational databases and knowledge of database theory, statistical fundamentals/practices/concepts, and data quality standards for application in research, interpretation and reporting

4. Experience reporting on data using data management tools and industry reporting tools, including SQL Server, the Microsoft BI suite (for example, SSMS, SSIS, SSRS, SSAS), in addition to statistical tools such as SPSS and STATA

5. Strong information technology skills and experience, especially in the use of the Microsoft Office suite
6. Highly-developed communication (verbal & written) and interpersonal skills, initiative and ability to work autonomously and with a small team and maintain relationships with stakeholders.

7. Relevant tertiary qualification such as degree/diploma in ICT/IT/Computer Science or statistics/mathematics and/or Microsoft accreditation/technical specialist certifications would be highly regarded.

Dimensions of the role

- Number of direct reports: Nil
- Number of direct and indirect reports: Nil
- Financial delegations: Nil
- HR Delegations: Nil

Important Relationships

<table>
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<tr>
<th>Internal:</th>
<th>External:</th>
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<tbody>
<tr>
<td>Manager, Reporting Projects</td>
<td>State Liaison Officers</td>
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<tr>
<td>Director of My School</td>
<td>Key contacts of jurisdictions</td>
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<tr>
<td>Development Manager</td>
<td>External standards bodies</td>
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<tr>
<td>Project Managers</td>
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<tr>
<td>Business analysts</td>
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<tr>
<td>Communications group</td>
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General Manager / CEO Approval

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
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