JOB AND PERSON SPECIFICATION

ROLE TITLE	Data Analyst		
CLASSIFICATION	ASO5	**Position No.**	TBC
TEAM	Regulatory Operations		
TYPE OF APPOINTMENT	Term		

QUALIFICATIONS

- Nil

OUR VISION

Making a positive difference to the lives of South Australian children and young people by ensuring they have access to high-quality education and early childhood services.

OUR VALUES

The Education Standards Board will uphold public sector values through its decisions, actions and interactions. In addition, we are committed to our values:

- Honesty & integrity: We are consistent and fair in our actions to encourage openness and transparency

- Professionalism: We have a culture that strives for excellence and aims to improve productivity

- Sustainability: We respond to change and proactively improve

- Collaboration & engagement: We collaborate in our work practices

- Accountability: We make decisions that comply with legislation, are ethical and are consistent with approved policy and procedure.

CONTEXT

The *Education and Early Childhood Services (Registration and Standards) Act, 2011* (**Act**) established our Statutory Authority called the Education Standards Board. The Act and associated legislation shape South Australia's approach to the registration and regulation of education and care services from early childhood to senior schooling.

ROLE PURPOSE

The Data Analyst is responsible for coordinating and undertaking the delivery of regulatory data analysis and reporting functions, including the design and maintenance of data visualisation tools. The role engages with internal stakeholders to capture, document and analyse data and reporting requirements, The role is also responsible for assessing data validity, reliability and usefulness.

REPORTING / WORKING RELATIONSHIPS

- Reports to: Principal Data Analyst

- Direct Reports: Nil

- Liaises with, and information to, a range of internal and external stakeholders including ESB staff, regulated parties, jurisdictional Regulatory Authorities and other government agencies.

SECTION A:	RESULTS TO BE ACHIEVED

- Coordinate and undertake the delivery of regulatory data analysis and reporting functions and services, including planning, designing and providing advice to the development of business intelligence solutions, products, and processes that meet ESB strategic, organisational and regulatory requirements.

- Coordinate, plan and undertake the capture, documentation and analysis of data and reporting requirements to operationalise data, provide appropriate insights and inform strategy development.

- Coordinate, plan and undertake the workload scheduling and forecasting for ESB regulatory activities including assessment and rating and applications.

- Extract, collate, analyse and prepare data for inclusion in complex reports, including assessing data validity, reliability and usefulness.

- Support the design, implementation and maintenance of a regulatory activity dashboard for ESB including using contemporary visualisation tools to analyse and present data that identifies issues, risks and compliance trends, and guides regulatory performance monitoring and measurement.

- Deliver advice, analysis, reports, briefings and correspondence for Senior Management to inform performance management and continuous improvement objectives.

- Develop, coordinate and deliver projects that develop and deliver ongoing improvement of regulatory performance data reporting, communication, collection and management.

- Improve ESB regulatory functions and support risk-based scheduling through the provision of expert data analytics to support the decision-making and operational needs of ESB staff.

- Support the implementation of policies and processes that ensure the consistent use of data and behavioural insights that improve capability and quality within the early childhood education and care sector, including providing advice and assistance to the identification and resolution of technical and operational issues.

- Promote knowledge and information sharing to ensure that strong information management protocols and legislated information sharing requirements are communicated, understood and followed within the ESB.

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

SPECIFIC REQUIREMENTS

- The successful applicant will be required to satisfactorily complete a Department of Human Services Working with Children Check prior to being employed and regularly as required.

- Some out-of-hours work may be required.

- Flexible working arrangements are available for this position.

- Annual performance agreement for the achievement of specific service or program outcomes.

- Compliance with Government legislation, Code of Ethics for the SA Public Sector, *State Records Act 1997*, ESB policies and procedures, including ethical / accountable resources and information management, WHS and injury management, risk management, and the access / equity /diversity strategies of the public sector.

- The incumbent will be required to maintain a safe working environment by adopting appropriate hazard management practices consistent with the role.

SECTION B:	**SELECTION CRITERIA**

TECHNICAL EXPERTISE

- Demonstrated knowledge of contemporary data analysis and report preparation processes, including expertise in using data analysis and visualisation software and business applications such as MS SQL, Power BI and MS Office.

- Demonstrated experience in identifying and delivering organisational data or information requirements, including through the conduct of liaison, communication and research, to support evidence-based decision making.

- Knowledge of, and experience in applying, contemporary risk-based approaches to regulatory management and activities and knowledge of ESB program activities and relevant government policies.

PERSONAL ABILITIES

- Well-developed interpersonal and written and verbal communication skills, including the ability to negotiate and liaise effectively with team members and a range of stakeholders at all levels, and present complex concepts clearly and concisely to both technical and non-technical audiences.

- Demonstrated ability to work independently, as well as a collaborative member of a team, under limited direction, exercise judgement and delegated authority in in planning and prioritising workloads, making well informed decisions and operating effectively to meet deadlines in a complex and changing environment.

- Proven ability to plan and deliver research, investigations and analysis, select methods and techniques based on sound judgement and provide advice and recommendations to resolve problems in a timely manner.

EXPERIENCE

- Demonstrated experience in the planning, coordination and delivery of a range of data analysis and reporting functions and services, including engaging with stakeholders to identify requirements and collating, analysing and preparing data to inform evidence-based reporting and decision making.

- Proven experience utilising a range of contemporary database tools, technologies and statistical software packages to design, publish and communicate organisational data trends, developments, opportunities and issues.

- Demonstrated experience in coordinating and delivering projects that develop and deliver ongoing improvement of data reporting, communication, collection and management.

SECTION C:	DESIRABLE SELECTION CRITERIA

- Relevant tertiary Computer Science/ Business Analytics or equivalent.

- Knowledge of contemporary risk-based approaches to regulatory management and activities.

- Understanding of the role of the Education Standards Board as a statutory authority of the state of South Australia.

SECTION D:	DELEGATE APPROVAL

APPROVED BY: Kerry Leaver, Chief Executive	DATE: 3 May 2024	SIGNATURE: