

POSITION DESCRIPTION

POSITION TITLE:	SENIOR DATA INSIGHTS ANALYST
INCUMBENT	VACANT
REPORT TO:	NIL
DIRECT REPORTS:	DATA INSIGHTS MANAGER
DATE:	JANUARY 2019

THE ENVIRONMENT

1. Background and Business Environment

Transport Certification Australia (TCA) is a national government body responsible for providing assurance in the use of telematics and related intelligent technologies, to support the current and emerging needs of Australian Governments.

TCA's mission is to provide assurance to governments, industry sectors and end-users in the use of telematics and related intelligent technologies to enable improved surface transport outcomes in productivity, safety and efficiency to be realised.

TCA provides three broad categories of service, providing opportunities to realise positive outcomes through the deployment of telematics and related intelligent technologies:

- Advice founded on a demonstrated capability to design and deploy operational systems and services as enablers for reform
- Accreditation in the type-approval and certification of systems and services that give confidence to all stakeholders
- Administration of programs for, and on behalf of Members and other relevant stakeholders.

TCA upholds and promotes the principles of the Policy Framework for Intelligent Transport Systems in Australia, which has been endorsed by Australian Governments.

2. Our People

TCA promotes a culture of professionalism, innovation and integrity, with a commitment to accountability, quality and excellence in the delivery of all TCA programs and services.

We recognise the unique skills and abilities of each individual, who come from a wide range of disciplines and backgrounds, to become a vital element of the TCA team.

We support our people through ongoing development and learning opportunities, and create a supportive team environment for all our staff. We strive to be an employer of choice.

TCA welcomes the opportunity to work with enthusiastic and committed people interested in what is an emerging area of strategic interest for Australian governments and other stakeholders.

THE ROLE

3. Purpose of the Role

Reporting to the Data Insights Manager, the Senior Data Insights Analyst is responsible for the operation and ongoing development of TCA's data insights platform and capabilities, enabling the team to deliver high quality insights to TCA stakeholders.

The Senior Data Insights Analyst will play a key role in progressing TCA's data insights capability using a mix of technologies and business intelligence tools, in line with TCA's strategic objective to deliver maximum research value from telematics data. This role requires strong technical skills, creative thinking and problem-solving skills.

This role will work closely with the Data Insights team and across TCA's divisions to develop, plan and deliver analysis projects and tasks to support internal and external stakeholder decision-making.

The Senior Data Insights Analyst will also play a role in mentoring team members and developing the team's expertise.

4. Major Responsibilities / Accountabilities

The Senior Data Insights Analyst will be required to independently and under minimal supervision deliver business intelligence projects, and is responsible for

- Providing technical leadership and data analytics skills to ensure TCA maintains a high-performance, reliable analytics platform and tools suitable for delivering on project requirements
- Undertaking complex statistical and analytical projects, while monitoring project progress against key outcomes and treating project risks
- Providing input into the technical development of TCA's evolving data insights capability, in line with TCA's business requirements
- Translating data analysis into succinct insights, including developing creative data visualisations and interactive data tools
- Coordinating and collating information and documentation to ensure the integrity and repeatability of processes and tools
- Documenting analysis, findings and recommendations in a structured manner that is easily understood by a broad audience
- Delivering quality, accurate, timely and effective outputs that meet the expectations of the Australian Governments
- Managing multiple competing priorities in a changing environment
- Working collaboratively with all TCA Divisions
- Exercise diligence when making decisions, adhering to the requirements outlined in the Delegations of Authority
- Maintain and adhere to Quality Systems processes and procedures associated with the role

5. Key Stakeholder Interfaces

Internal

- Data Insights Manager
- General Manager Operations
- Strategic Development Division
- Implementation Division

- Business Analysts.

External

- Australian Governments
- Road managers and regulators
- Telematics industry..

THE PERSON

6. Qualifications, Knowledge and Experience

- Sound technical skills in SQL database design and development, including constructing complex queries and managing large datasets
- Experience with R, Python or similar
- Experience with data loading and transformation processes and tools (SSIS or similar)
- Experience using cloud computing platforms including Microsoft Azure, to deliver data analysis projects and manage analytics environments
- Demonstrated high level ability to analyse quantitative data and deliver insights suitable for various audiences
- Sound written and oral communication skills are essential
- Experience with NoSQL databases would be an advantage
- Experience working with spatial data would be an advantage.
- High level of attention to detail

7. Personal Qualities

- Demonstrated interest in the use of data to inform public policy and the ability to interpret technical data into clear and cogent advice
- Motivation to independently deliver ongoing improvement to systems, processes and tools
- An ability to work autonomously and manage competing priorities to meet deadlines
- An ability to deal with ambiguity, successfully adapting to changing demands and conditions
- An ability to exhibit impartiality by taking a balanced approach to dealing with conflicting perspectives
- Actively practicing teamwork and collaboration across the organisation
- Demonstrated ethical behaviour