Austroads
Position Description

Job Title:	Data Analyst
Job type:	Full time
Location:	Austroads National Office, Level 9, 570 George Street, Sydney
Responsible to:	Director NEVDIS
Relationship to other jobs:	Will work with Chief Data and Technology Officer, the Managers of NEVDIS and the Austroads Chief Executive, the General Manager Operations, Program Managers, Manager Communications and the data staff in Transport Certification Australia.
Date:	February 2022

Position Purpose

The purpose of the role is to establish a data analytics function in Austroads and provide data analytics services. Austroads operates NEVDIS (National Exchange of Vehicle and Driver Information System) which is the exchange for all registered vehicles and all driver license information in Australia. While the focus of the NEVDIS Team has been providing customer services related to NEVDIS, increasingly there is an interest from roads and transport agencies for more analytical information on the information exchanged through NEVDIS.

Key Accountabilities, Duties and Responsibilities

The Data Analyst is a new role. It will shape how Austroads manages uses data.

The Data Analyst will need to establish the data analytics function in NEVDIS. The Data Analyst will have the responsibility and accountability for providing data analytic services using NEVDIS held data to undertake queries and prepare reports for Austroads and roads and transport agencies.

The Data Analyst will work with Austroads Program Managers. They will establish data standards for projects that involve the collection of data. They will also assist Program Managers in interpreting that data.

The Data Analyst will work with Transport Certification Australia's Data Insights Team to help provide data reports that encompass the breadth of Austroads activities.

The data analysist will also have routine contact with relevant staff in Austroads member organisations and key agencies including the Bureau of Infrastructure and Transport Research Economics (BITRE).

The key duties of the Data Analyst will include:

1. Collecting, processing and analysis of NEVDIS held and related data
2. Developing and implementing databases, data collection systems, data analytics and other activities to provide insights into vehicles and driver licences in Australia
3. Documenting analysis, finding and recommendations in a structured manner that is easily understood by a broad audience
4. Translating data analytics into succinct insights, delivered in an engaging way – finding and communicating the story within the data
5. Assisting in developing Austroads's capability and establishing the organisation as an authoritative source for obtaining valuable research into transport behaviours
6. Assisting in the publication of reports and papers
7. Applying professional and technical expertise to resolve technical issues, and to prepare and edit reports, submissions, papers and correspondence as directed, and
8. Other related duties as directed.

Attributes, Skills and Experience

Austroads looks to bring on as team members those who work well with their team and work well in the broader organisation. Technical requirements for the role are outlined below.

Beyond their technical capability we want people who have a can-do attitude, who embrace life-long learning, who bring a sense of service to their work, support each other, are thoughtful of their colleagues and stakeholders and who will bring a sense of fun to their work.

Required

1. Experience in data analytics
2. Experience with advanced analytics software
3. Strong mathematical & numeracy skills
4. Experience in using data analytics scripts
5. Strong analytical skills, including the ability to identify trends, patterns and insights from data
6. Expert understanding of all Microsoft Office applications, in particular MS Excel, MS PowerPoint and MS Word
7. Understanding of relational databases particularly MSSQL and or MySQL
8. Excellent written and oral communication skills

Desirable

1. A tertiary qualification in mathematics, information management, statistics or related discipline
2. Experience with SAP Business Intelligence, Power BI, Crystal Reports and/or Tableau
3. Understanding of mapping software such as MapInfo or ARCGIS
4. Experience in technical fields and good research skills

Note:

1. The successful applicant may occasionally be required to work outside normal working hours and travel interstate.
2. The successful applicant will be required to undergo relevant security and criminal records checks.

Recommended Reading:

1. Austroads Strategic Plan 2020-2024
2. Austroads Annual Report 2020-21
3. Austroads website, particularly its sections relating to the Austroads Work Program.
4. Transport Certification Australia website and strategic plan

Attachment A: Organisational Context

Austroads is the Australasian association of road transport and traffic agencies. Austroads' purpose is to improve Australian and New Zealand transport outcomes by:

- Providing expert technical input to national road and transport policy development.
- Overseeing research to ensure best practice, innovation, safety, productivity and efficiency measures can be appropriately applied across road networks.
- Improving the practices and capability of road agencies.
- Promoting operational consistency by road agencies.

Austroads members are collectively responsible for managing over 900,000 kilometres of roads valued at more than $200 billion representing the single largest community asset in Australia and New Zealand. Each year in excess of $18 billion is spent on roads across Australia and New Zealand.

Austroads' membership comprises the six Australian state and two territory road transport and traffic agencies, the Commonwealth Department of Infrastructure, Transport, Regional Development and Communications, the Australian Local Government Association and Waka Kotahi (the New Zealand Transport Agency).

Austroads has three main functions:

1. _Austroads Research, Guidance, Advice Work Program_ produces research on behalf of all members. Much of that research is incorporated into Guides, Guidelines, IT applications or other tools that are used by member agencies and others. There are five programs related sub programs.
   I. Transport Infrastructure Program
      - Pavement
      - Assets
      - Bridges
      - Tunnels
      - Project Delivery

   II. Road Safety & Design program
      - Road Safety
      - Road Design
      - Registration and Licencing

   III. Transport Network Operations
      - Freight
      - Traffic Management
      - Temporary Traffic Management

   IV. Environment and Sustainability

   V. Future Vehicles and Technology
      - Connected vehicles and vehicle-generated data
      - Low and zero emission vehicles
      - Automated vehicles

2. _The National Exchange of Vehicle and Driver Information System (NEVDIS_) is a national system that exchanges information about vehicles and driver licenses. The system enables road authorities to interact across state borders and directly supports the transport and automotive industries. In addition to information supplied by road agencies, NEVDIS collects VIN data for compliance from vehicle wholesalers and stolen information from police. It also provides information to public and private sector organisations to facilitate provenance checking on vehicles, matching of biographic details on licenses, motor insurance underwriting and vehicle safety recalls.

3. _Transport Certification Australia (TCA)_ provides dynamic data from vehicles enrolled in schemes to government agencies. This data includes location/position, time, date, speed, axle mass, vehicle mass and vehicle configuration. TCA operates consistent within the National Telematics Framework and _ISO 15638-1:2012 Intelligent transport systems — Framework for collaborative Telematics Applications for Regulated commercial freight Vehicles (TARV) — Part 1: Framework and architecture_.