

# Role Statement



TITLE OF POSITION: Senior Data Analyst  
CLASSIFICATION LEVEL: ASO-7  
REPORTS TO: Team leader, Procurement – Services

## Organisation Overview

The Department of Planning, Transport and Infrastructure (DPTI) serves the South Australian community by providing safe, effective and efficient planning, transport and infrastructure networks across the state and facilitating development of the State's Infrastructure, in accordance with South Australia's Strategic Plan and the State Infrastructure Plan.

DPTI is a values based organisation and relies on its people to live the values through positive behaviours to improve outcomes for employees and all South Australians.

By working together we capitalise on a unique and powerful opportunity – to connect with every part of our community and deliver positive outcomes every day.

## Division

People and Business Division comprises of seven directorates: Customer and Information Services, Investment Services, People and Performance, Commercial, Legal and Portfolio Management Office, Planning and Transport Policy and Enterprise Information.

Investment Services is responsible for the provision of Corporate Finance, Procurement and Contracting, Assurance and Risk management functions and services across the organisation including financial control, business partnering, financial improvement and systems, strategic resourcing strategy and operations and across government contract services.

## Role Overview

This role forms part of the Procurement and Contracting Section, which is responsible for delivering the full life cycle of procurement and contract management services for DPTI.

The Senior Data Analyst is accountable to the Team Leader, Procurement – Services for initiating, planning and delivering programs and services which deliver complex statistical analysis, the interpretation of data, and the provision of findings to management that inform strategic business decision making.

The role coordinates the work of the Reporting Officer and plans and implements processes for the analysis and reporting of sensitive and complex information which impacts service wide operations. As a senior member of the Procurement Services Team, the position will actively monitors and identifies priority areas and emerging trends, as well as promoting continuous improvement in systems and processes.

Directorate:  
Position Number:  
ANZCO Code:  
Location: # 11495794  
Version 1.0 (17/03/2017)



Government of South Australia  
Department of Planning,  
Transport and Infrastructure

## Key Outcomes of the Role

The Senior Data Analyst is required to undertake a wide range of activities which may include all or any of the following:

- a. Initiates, plans and delivers significant processes, projects, systems and services for the statistical analysis and reporting of sensitive and complex contractual and departmental information.
- b. Coordinates the resources and implementation processes for sensitive, critical or complex service wide statistical analysis and system improvement operations that demand a significant level of responsibility and decision making.
- c. Manages and motivates staff, clients and others in the achievement of difficult and sometimes conflicting objectives.
- d. Resolves complex statistical analysis and reporting issues with innovative solutions that are consistent with Agency objectives.
- e. Provides expert advice to senior management and external stakeholders regarding current statistical analysis and reporting developments and their potential implications to agency policies and strategic plans.
- f. Leads, where required, high level research and analysis of complex and sensitive system and reporting issues and/or policies.
- g. Contributes to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.
- h. Contributes to a high standard of customer service for internal and external clients and quality management and risk.

## Special Conditions and Essential Requirements

### **Qualifications / Licences**

- a. Nil.

### **Person Capabilities**

- a. Understands Aboriginal and Torres Strait Islanders cultural issues and addresses access barriers to participation in departmental policies, programs and services.
- b. Facilitates DPTI's cultural change by leading, modelling and engaging the workforce to embrace and exhibit the DPTI values and behaviours including:
  - i. **Collaboration** – “At DPTI we work collaboratively as one team to serve the South Australian Community. This means our diversified teams work together to achieve our shared goals.”
  - ii. **Honesty** – “At DPTI we are honest, open and act with integrity. This means we are truthful, sincere and transparent in our decision making and act at all times in such a way as to uphold the trust of the people we work with.”
  - iii. **Excellence** – “At DPTI we are committed to excellence in everything we do. This means we use our energy, skills and resources to make whatever

we're doing the best. We are committed to ensuring the Health and Safety of our employees and customers.”

- iv. **Enjoyment** – “At DPTI we enjoy our work and recognise our success. This means we have fun at work, celebrate our achievements and foster an environment where our people can thrive”.
- v. **Respect** – “At DPTI we respect, understand and value ourselves and every person in our business. This means we listen, embrace diversity in others and have a consistent application in our approach to one another.”
- c. Drives a culture of integrity, professional accountability and diversity across the department and across government, and through community interactions in line with the SA Government's Code of Ethics and the *Equal Employment Opportunity Act 1987*.
- d. Delivers customer focused and strategically aligned services and practices and engages with stakeholders to successfully negotiate sensitive, critical or complex matters.
- e. Extensive experience in leading, motivating and influencing staff, driving and evaluating work objectives for improved service performance across strategically aligned functions.
- f. Drives a culture of commitment and accountability in the requirements of the *Work Health and Safety Act 2012*, utilising AS/NZS ISO31000:2009 Risk Management or equivalent.
- g. Demonstrates ability to act with urgency, apply and advise on broad data and statistical analysis, reporting and system improvement knowledge, formulate and suggest practical and innovative solutions, implement change and mitigate risk.
- h. Proven ability to work under broad directions in initiating, planning and delivering significant programs of work and providing timely, concise written and verbal communications to people at all levels.

Delegate Approval

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Name

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Signature

Date: / /