

Job description

Agency	Department of Education	Work unit	Student Engagement
Job title	Senior Data Analyst	Designation	Administrative Officer 7
Job type	Full Time	Duration	Fixed to 30/06/2022
Salary	\$109,514 - \$117,815	Location	Darwin
Position number	42492	RTF	203023
		Closing	15/09/2021
Contact	Victoria Ikutegbe, Senior Manager Data Intelligence on 08 8944 9300 or victoria.ikutegbe@education.nt.gov.au		
About the agency	http://www.education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=219330		

Applications must be limited to a one-page summary sheet and detailed resume

Information for applicants – Inclusion and diversity and Special measures

The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Under the agency's Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](#).

Primary Objective:

Undertake coordination and service provision relating to data collection, analysis, interpretation and reporting, distributing information within the department and to approved partners to deliver operational and strategic objectives.

Context Statement:

The Student Engagement Team is responsible for the implementation and management of a range of Australian and Northern Territory Government initiatives, focused on student attendance and engagement in schooling or other eligible options, leading to improved school enrolment and attendance rates in the Northern Territory.

Key Duties and Responsibilities:

1. Develop, produce, validate and distribute quality modelling, data analysis, reports, forecasting, strategic analysis, and performance reporting to internal and external clients.
2. Under the direction of the Senior Manager – Data Intelligence, lead projects as required that develop, direct and promote the accessibility, coverage, use and quality of education-related data within and outside DoE.
3. Provide operational leadership to achieve quality system reporting capacity within DoE and provide knowledge and skills in the development of new datasets and reports.
4. Develop, maintain and influence collaborative relationships and networks to identify, plan, implement and evaluate activities in line with relevant policies and strategies.
5. Assist clients to analyse and interpret information to enable them to make informed decisions relating to the provision of educational services, demographic trends, policy development and program management.
6. Contribute to priority projects including data collections and quality assurance, data analysis and executive briefings that progress the agency's strategic direction.
7. Monitor and review the quality of data collections, and initiate procedures to improve data quality.

Selection Criteria

Essential:

1. Strong interpretive and analytical skills, including the ability to think clearly, concisely and interpret non-specific requirements of management, professional staff and clients.
2. High-level ability to manipulate complex datasets from diverse sources, and proficiency in computer applications to produce reports for a range of audiences.
3. High-level oral and written communication skills, including skills in successfully translating complex analyses into clear and meaningful forms, and the ability to interact effectively with people from different levels and diverse cultures.
4. Prioritisation skills with a good ability to work under pressure and meet critical deadlines while maintaining quality standards.
5. Experience in project management, including planning, scheduling, monitoring and reporting progress of projects.
6. Experience with Business Objects, Microsoft Excel, SQL, and other relevant data modelling tools.

Desirable:

1. Tertiary qualifications relevant to the position.
2. Knowledge of education systems and education measurement/data.

Further Information:

The occupant of this position must have a Working with Children Clearance (Ochre Card) and drivers licence.

Approved: August 2021

Kylie Cooper – Senior Director Student Engagement