

Job description

Agency	Department of Education	Work unit	Strategic Reporting and Analysis
Job title	Information Analyst, Strategic Reporting and Analysis	Designation	Administrative Officer 6
Job type	Full Time	Duration	Fixed to 30/06/2022
Salary	\$92,620 - \$103,538	Location	Darwin
Position number	29642	RTF	204565
Contact	Rafael Chan on 08 8999 5796 or rafael.chan@education.nt.gov.au		
About the agency	http://www.education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=204565		

Information for applicants

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

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. 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

Support and undertake data collection, analysis, interpretation and management reporting of the department's activity and performance information.

Context statement

The Strategic Reporting and Analysis team within the Strategic Services division leads the department's national and strategic data collections, submissions and public reporting, working in partnership with OneNTG agencies. The team undertakes analysis to inform evidence based policy and investment, and provides data and performance advisory services to other business areas within the department.

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. 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.
3. Contribute to priority projects including data collections, analysis and executive briefings that progress the agency's strategic direction.
4. Monitor and review quality of data collections, and initiate procedures to improve data quality.
5. Develop and report a wide-range of performance indicators and benchmarks to promote data as the evidence base to lead planning for and evaluation of strategic policy or complex reform agendas.

Selection criteria

Essential

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

Desirable

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

Further information

The successful applicant must have, or be in the process of obtaining, a current NT Working with Children clearance (OCHRE Card).