

# Job description

Agency	Department of Education	Work unit	Strategic Insights, Reporting and Coordination
Job title	Data Analyst	Designation	Administrative Officer 6
Job type	Full time	Duration	Ongoing commencing 27/11/2023
Salary	\$94,620 - \$105,609	Location	Darwin
Position number	37362	RTF	280244
		Closing	06/11/2023
Contact officer	Victoria Ikutegbe, Assistant Director on 08 8999 5602 or <a href="mailto:Victoria.ikutegbe@education.nt.gov.au">Victoria.ikutegbe@education.nt.gov.au</a>		
About the agency	<a href="http://www.education.nt.gov.au">http://www.education.nt.gov.au</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=280244">https://jobs.nt.gov.au/Home/JobDetails?rtfId=280244</a>		

## APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

### Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. 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](#). Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

### Primary objective

The Data Analyst is responsible for accessing, analysing, interpreting, and reporting complex educational data that delivers effective business insights for strategic and tactical decision making. This includes modelling data, understanding internal and external trends, and forecasting future demands to ensure the department is well positioned to meet future business needs. This position may require direct interaction with senior executives and directors to help identify important teaching and learning service needs.

### Context statement

Teaching and Learning Services (TLS) provides a holistic range of culturally responsive services and support to early childhood settings and schools to maximise outcomes for Territory children and young people. This includes services and support for quality teaching and learning, transition support, early childhood quality and integration, and policy coordination. TLS also strategically implements government priorities, provides advice to the Minister and the department's senior executive, and engages with a broad range of stakeholders to benefit clients.

### Key duties and responsibilities

1. Elevate the department's teaching and learning service provision through robust data analytics, insights and strategic consultation to make meaningful and targeted business decisions.
2. Collect and analyse information from a range of source systems, communicating insights that enhance teaching and learning service delivery and inform strategic decision making.
3. Create valuable, transformative recommendations through the measurement, manipulation, and reporting of education data.
4. Support the use of data within the Teaching and Learning Services division to evaluate quality of service and ensure ongoing effectiveness at meeting strategic goals.
5. Analyse trends and the impact that these trends may have on teaching and learning service provision.
6. Prepare high quality, impactful reports and presentation materials for senior leadership and the division regarding internal and external trends and forecasts, as well as potential risks.
7. Collaborate with key stakeholders to establish and maintain a process that enables creation of customized analytics that meet teaching and learning service needs.
8. Collaborate with Department of Digital and Corporate Development (DCDD) in developing initiatives and strategies that cater to TLS data needs.

### Selection criteria

#### Essential

1. Experience collecting and analysing complex data to extract insights that inform departmental priorities and drive continuous improvement.
2. Demonstrated proficiency in the use of Microsoft Excel, Microsoft PowerBI and other analytical tools.
3. Attention to detail, with the ability to manage large volumes of data while consistently maintaining high standards of accuracy and quality assurance.
4. Strong consultation skills, with a demonstrated ability to influence and negotiate with stakeholders to achieve strategic objectives.
5. High level oral and written communication skills, with the ability to express ideas clearly and fluently to suit the needs of the audience.
6. Sound working knowledge of data collection, analysis, and reporting protocols, to measure system performance against specified targets.
7. 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 (such as Business, Statistics or other related field).
2. Knowledge of education systems and education measurement/data.

### Further information

This position requires a current NT Working with Children Notice (Ochre Card) or the ability to obtain. The successful applicant will need to provide these requirements prior to commencement.

Approved: February 2023

Krystal Morrison, Training and Careers Director