

JOB DESCRIPTION

Agency	Department of Education		Work Unit	Project Management Office - Digital and Data
Job Title	Information Analyst		Designation	Administrative Officer 6
Job Type	Full Time		Duration	Fixed to 30/06/2021
Salary	\$90,361 - \$101,013		Location	Darwin
Position Number	41166	RTF	Closing	17/09/2019
Contact	Alex Knowler on 08 8901 4919 or alex.knowler@nt.gov.au			
Agency Information	www.education.nt.gov.au			
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached detailed resume/cv. For further information for applicants and example applications: click here			
Information about Selected Applicant's Merit	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here			
Special Measures	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved Special Measures recruitment plan, ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. For further information: click here			
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfId=173098			

Primary Objective: Provide analytical support for the Data and Analytics Transformation (DAT) program, including identifying information requirements, interpretation of data and dashboard design against key educational datasets.

Context Statement: The Digital and Data division assists schools and the system to improve student outcomes by delivering timely, innovative and suitable digital and data solutions and services. The Data Analytics and Transformation team is responsible for improving analysis of key performance data for schools, regions and corporate work units, including transforming the way information is presented and used to drive business outcomes from the classroom to the boardroom.

Key Duties and Responsibilities:

1. Provide expert advice regarding the use and interpretation of data to a broad range of to inform decision making in relation to educational services, policies and program management.
2. Undertake high level analysis of student and school performance data to inform the development of dashboards and reports that will assist in driving business transformation throughout the Department.
3. Work collaboratively within the DAT team and across the organisation, including with schools and external service providers, to propose and implement practical, fit for purpose and innovative solutions regarding the use of data to elicit system and school improvement.
4. Identify, troubleshoot and resolve complex technical issues in relation to the DAT program.

Selection Criteria

Essential:

1. Strong interpretative and analytical skills, including the ability to think clearly and interpret non-specific requirements of school and corporate stakeholders.
2. Proven experience in developing of source-to-target documentation, use cases and the ability to understand business needs and translate them into technical specifications.
3. Knowledge of data governance principles and proven experience in summarising large volumes of data and communicating the results effectively through dashboards and reports.
4. Experience with Agile methodologies, relevant reporting tools and programming languages and demonstrated proficiency in manipulating complex datasets from diverse sources.
5. Well-developed communication and interpersonal skills, with proven success at building and maintaining productive working relationships with people of diverse cultural and technical backgrounds.

Desirable:

1. Tertiary qualifications in a related discipline such as ICT, statistics or a related field.
2. Understanding of the Northern Territory education context and issues related to service delivery in remote locations.
3. Experience with some or all of the following tools and techniques: Business Objects, Microsoft Power BI, Microsoft SQL Server 2005/2008, Integration Services, SQL, Visual Basic and data modelling tools.

Further Information: The successful applicant will be required to obtain a Working with Children Clearance.

Approved: August 2019

Alex Knowler, Director PMO