

## Position Description

<b>Position Title</b>	Data Analyst
<b>Portfolio</b>	Corporate Services
<b>Division</b>	Business Analytics
<b>Department/Cost Centre</b>	05150
<b>Classification</b>	Specialist Staff 6
<b>Position Number/s</b>	102719
<b>Reporting to</b>	Manager - Business Analytics
<b>Supervises</b>	NIL

### Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider.

South West TAFE is where practical skills meet real opportunity. With over 150 industry-aligned courses, we help people build the confidence and capability they need to step into their future — whether that's a new job, a career change or further study.

SWTAFE campuses are situated on the lands of the Gunditjmarra, Kirrae Whurrong, Gulidjan peoples of the Eastern Marr nation, and the Tjap Wurrong and Bunganditj peoples. They are located throughout southwest Victoria in Warrnambool, Hamilton, Portland, Colac, Sherwood Park and a further delivery site at Glenormiston. They offer modern facilities, expert trainers and strong connections to local industry—so learning stays relevant, hands-on and flexible.

We're not just keeping up — we're staying ahead. And we're proud to be part of a region that's growing, evolving and inspiring change.

### Division Overview

The strategic purpose of the Corporate Services portfolio is to provide direct support and guidance across the executive portfolios, to assist in achieving a greater level of sustainability through growth, quality and compliance. A high-quality student is the key driver for this diverse portfolio.

A primary focus includes the identification of resources, compliance and support needs to meet the strategic and operational requirements of our workforce. This is achieved through capability building, professional development and data analysis to measure these efficiencies.

### Position Overview (Your Opportunity)

The Data Analyst will be involved in delivering end-to-end projects; preparation and programming of surveys, project evaluation plans, monitoring and collection of data, data cleansing, right through to report writing (in both Word and PowerPoint), dashboard design, and disseminating actionable insights and evaluation to inform key business decisions and project outcomes across projects.

You will use an array of data science techniques, programming language skills and business knowledge to model complex problems, discover insights and identify opportunities.

You will use extensive business knowledge and analytic skills to wrangle, visualise, interpret and analyse data from multiple sources and provide intelligence to support decision making and market analysis, producing visualisations and other outputs to succinctly communicate key findings and develop operational solutions.

This position will also be able to conceptualise problems and questions, acquiring information, documenting definitions and business processes and using a variety of software, tools, statistical and non-statistical techniques. This position requires an exceptional communicator and collaborator skill set in order to gain and maintain new and existing data profiles and business snapshots.

## Key Accountabilities

---

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation,

These accountabilities include but are not limited to:

### **Your Position**

- Integrate provided datasets that can be leveraged through our new and existing dashboards, working closely with the organisation to strategise and execute the development of data visualisations
- Integrate provided data sources and sets to mine for project evaluations and business needs, using structured and unstructured datasets and variables
- Perform data and error analysis to improve models, cleaning and validating data uniformity and accuracy
- Conduct data analysis and critically evaluate data from various external and internal sources, analysing data for trends and patterns, and interpreting data
- Communicate analytic solutions to stakeholders and implement improvements as needed to operational systems.
- Work collaboratively with teams to write project scopes, submissions, outcomes and evaluation reports
- Create and develop surveys
- Document process mapping and data flows, analysing information flows and identifying change and improvement opportunities across systems and processes.
- Actively maintain relationships with key stakeholders across the organisation, data system owners, managers and IT.

### **Your Organisation**

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisation's Achievement Development Programme (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

## Key Selection Criteria (Key to Success)

---

Successful candidate will demonstrate the best combination of the following characteristics;

- Demonstrated and extensive experience in developing dashboards and self-service tools
- High level of knowledge in language processing/text mining or network analysis under minimal supervision.
- Experience in using contemporary BI software and data science tools (e.g. Tableau, SAS, R SQL, Python, Alteryx, Hadoop)
- Ability to proficiently extract and cleanse database information
- Demonstrated experience in presenting, communicating and solving problems with a variety of stakeholders, project management and project evaluations.
- Proven ability to communicate technical results in plain language
- Practical experience in ETL, data processing, database programming and data analytics
- Demonstrate a high level of communication and written skills, including the ability to write and produce high level documents/submissions that contain data and business strategies and/or analysis that may include market analysis and research.

## Qualifications and Requirements

---

### **Mandatory requirements**

- Degree in Data Science, Business Analytics, Data Analytics, Statistics or Management Information Systems;
- Relevant post graduate qualification (Masters of Data Science, Business Analytics or Data Analytics) and experience;
- Or lesser formal qualifications with extensive experience as a business data analyst or data scientist.
- Employee Victorian Working with Children and satisfactory Police Check
- Current Victorian Driver's license

### *Highly desirable requirements*

- Understanding of reporting and data visualisation tools such as Power BI and Tableau
- Understanding of ETL framework and ETL tools such as Alteryx
- Experience at working in higher education or the health sector
- Experience at working at a TAFE in a similar role.
- Project evaluation experience

### **Additional Information**

---

- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2023
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
<b>Prepared by</b>	Recruiting/Hiring Manager		
<b>Approved by</b>	Department Executive Manager		
<b>P&amp;C review</b>	People & Culture		
<b>Agreed by</b>	Employee		