

Position Title	Senior Business Data Analyst
Portfolio	Corporate Services
Division	Business Analytics
Department/Cost Centre	05150
Classification	Specialist Staff 7
Position Number/s	102765
Reporting to	Manager - Business Analytics
Supervises	NIL

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our campuses are located in Warrnambool, Portland, Hamilton and Colac, with facilities and services set to expand as the region grows.

Our **Ambition** – A lifetime of opportunity for all.

Our **Role** – To provide education and training that enables students and our region to thrive.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

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 Senior Business Data Analyst 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

- Identify and integrate new 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
- Identify relevant data sources and sets to mine for business needs, collect large structured and unstructured datasets and variables
- Develop and utilise algorithms and models to mine big data stores, perform data and error analysis to improved models, cleaning and validating data uniformity and accuracy
- Apply appropriate analytical tools, methods, processes and systems to conduct high-level data analysis and critically evaluate data from various external and internal sources, analysing data for trends and patterns, and interpreting data
- Implement analytical models to production
- Interrogate data warehouses, creating new tables as required.
- Communicate analytic solutions to stakeholders and implement improvements as needed to operational systems.
- Work collaboratively with teams outside of data teams to gain business intelligence to inform solutions and create new data profiles.
- Document process mapping and data flows, analysing information flows and identifying change and improvement opportunities across systems and processes.
- Develop and maintain data analytics policies and processes
- Actively maintain relationships with key stakeholders across the organisation, data system owners, managers and IT.
- Conduct training and education on visualisation dashboards

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 Program (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.
- Proven ability to communicate complex models and 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 areas such as funding, awards, new opportunities and programs, market analysis and research.

Qualifications and Requirements

Mandatory requirements

- Degree in Business Analytics, Statistics, Management Information Systems or similar fields.
- 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 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.

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
Prepared by	Recruiting/Hiring Manager		
Approved by	Department Executive Manager		
P&C review	People & Culture		
Agreed by	Employee		