

Position description

Position title	Principal Data Insights Analyst
Personnel area	Lifestyle and Community Services
Branch	Compliance and Regulatory Services
Reports to	Business Reporting, Analysis and Systems Manager
Classification	Band 7
Industrial Instrument	Salaried Staff Award

Eligibility

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

Primary position purpose

Compliance and Regulatory Services is investing in risk and evidence-based decision making, using data to drive continuous improvement and innovation. Leading the Data Analytics Team, the Principal Data Insights Analyst will establish and maintain appropriate systems and capabilities to drive information collection, analysis, interpretation and reporting in order to support the Compliance and Regulatory Services business strategy, performance monitoring and decision making.

The role will identify and lead initiatives that leverage data from a broad range of sources to deliver improvements to compliance and regulatory outcomes. It will lead comprehensive analysis of data; identifying, verifying and investigating significant information; and communicating it in interesting and relevant ways to management.

Key accountabilities

1. Model and lead performance excellence and values-based culture in line with Council's [Leadership Blueprint](#).
2. Maintain a comprehensive understanding of Compliance and Regulatory services and provide a leadership role in identifying, validating and investigating opportunities to leverage data and data analytics to improve branch outcomes.
3. Lead and conduct ad-hoc data analysis, and develop mechanisms for monitoring data, in order to provide clear, accurate and insightful information.
4. Communicate through the use of data visualisations, dashboards and other mechanisms in order to provide data-driven insights that inform will decision making.
5. Coordinate the use of business intelligence and data analytics toolsets, building data models and interrogating data from a wide range of sources.
6. Develop a comprehensive understanding of how Branch data is created and used in order to provide accurate ad-hoc reporting.
7. Create a positive team environment by working and communicating effectively, including sharing knowledge, information and skills across the team.
8. Work in partnership with team leader to agreed performance standards and mutual expectations. Give and receive regular feedback to enable performance to be improved and take personal responsibility for optimising your potential within Council.

NOTE:

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their band level, in any area of Council.

It is expected that employees will participate in all mandatory training identified for this position.

Position dimensions

Key relationships and influences	
Who	Why
Internal	
Manager, Compliance and Regulatory Services	Provide timely, accurate key deliverables outlined in key accountabilities and primary position purpose
Business Improvement and Strategy Manager	Provide timely, accurate key deliverables outlined in key accountabilities and primary position purpose
Business Reporting, Analysis and Systems Manager	Provide timely, accurate key deliverables outlined in key accountabilities and primary position purpose
Council Media and Communications teams	Provide data and reporting from systems with high consistency and accuracy ad hoc and scheduled.
External	
People who live, work, study or visit Brisbane	This position provides support to Council who directly serve people who live, work, study or visit Brisbane
Elected Council Members	Or This position provides support to Council who directly serve the people of Brisbane

Resources and Budgets			
Resources		Budget	
Direct Reports	3	Operation expenditure	N/A
Indirect Reports	Nil	Capital expenditure	N/A
Total	<u>3</u>	Human Resource expenditure	N/A
Assets	N/A	Other expenditure	N/A
Financial Delegation	Nil	Income -Fees and Charges	N/A
HR Delegation	N/A	Other Income	N/A

Position capabilities

Capabilities for the role

The Brisbane City Council capability framework is in development. Over time positions will have mandatory, foundational and functional capabilities. Mandatory capabilities are essential at commencement in a position.

Mandatory	Description
Criminal History Check	Due to the requirements of this role a criminal history check will be undertaken on preferred applicants. A criminal history does not necessarily preclude an applicant from appointment.

Foundational					
Capability group	Capability name	Level	Capability group	Capability name	Level
In development	In development				
Functional					
Capability group	Capability name	Level	Capability group	Capability name	Level

In development	In development				

Organisational accountabilities

Be familiar with and follow the spirit and content of **Council's Code of Conduct**. A copy of this is provided with your appointment letter if successful, or can be accessed on Council's Performance and Conduct site.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- ✓ Council's Equity and Diversity Framework, Awards and Enterprise Agreements, City of Brisbane Act, Council Local Laws and Anti-Discrimination legislation
- ✓ Council's Values and Behaviours
- ✓ Council's Zero Harm Policy Statement
- ✓ Workplace Health and Safety (WHS) legislation
- ✓ Relevant WHS Responsibility Statement
- ✓ Brisbane's Customer Charter.

Consider all aspects of Zero Harm, including wellness, safety and health and be familiar with the [Zero Harm responsibility statement](#) appropriate to your position, as a requirement of Council's Zero Harm Management system.

Be familiar with and demonstrate the desired behaviours of 'Future Council' Culture:

We are One Council.

We use quality data to inform our decisions and improve performance.

We make performance leadership a priority.

Work together as a team to enhance economic prosperity through eliminating inefficiencies and contributing to a continual improvement culture. Future Council information can be accessed at the [Future Council intranet site](#).

Key selection criteria

Essential:

1. Demonstrated evidence of capabilities in Council's [Leadership Blueprint](#) to deliver performance excellence and a values-based culture.
2. Highly developed ability to understand and interpret the strategic needs of the Branch, conduct complex and comprehensive analysis, and communicate the results in a way that is insightful and adds value.
3. Strategic thinking, analytical, research and problem-solving skills, including the ability to synthesise and summarise complex material, identify opportunities and develop recommendations to maintain best-practice data insights analysis.
4. Demonstrated experience leading the use of data intelligence/analytics tools and techniques.
5. Proven ability to work under pressure, show initiative, meet deadlines and priorities, and achieve outcomes in a complex environment across multiple initiatives.
6. Excellent written and oral communication skills, including substantial experience in preparation of reports, briefings and presentations.

Desirable:

1. Possession of a relevant degree qualification i.e. with major in Data Analytics, Data Science or similar.
2. Experience with Microsoft Power BI

Authorisation

I hereby agree that this position description accurately reflects the work requirements.

Manager name Anne Lenz

Manager signature

Date

Employee name			
Employee signature		Date	

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Job Architecture		Classification Reclassification Committee	
Work Level	Senior Team Member	CRC number	J1040
Functional group	People	Original CRC date	31/07/2019
Job family	Human Resource Professional	Version:	Original
Job	Senior Business Analyst	Modified date:	N/A
ANZSCO	224711	Job ID	