

Role Description

(Non-Manager)



Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Data Analyst

Division: Water and River Murray

Classification Level: ASO5

Branch/Unit: Water Licensing

CHRIS Position Number: P55141

Reports to (Title): Manager, Business and Systems Improvement

About the Agency – [Department for Environment and Water](#)

About the Role

The Data Analyst works with the Senior Data Analyst, Water Licensing to deliver data analysis, visualisation, ETL (Extract, Transfer, Load) and reporting services to inform business decision making. The Data Analyst works with the Senior Data Analyst, Water Licensing to inform the design and development of data stores and data loading processes for the Water Licensing Branch.

The Data Analyst applies specialist knowledge of data architecture, data analytics, database concepts, object and data modelling techniques, and design principles to enable and guide the design and development of integrated solutions that meet current and future business needs.

The Data Analyst provides advice and guidance to the Senior Data Analyst, Water Licensing, other DEW staff and database designers, using the data structures and associated components. The Data Analyst participates in the development of support processes and the production of procedural documentation and planning for effective information storage, sharing and publishing (including data classification and release). This role supports the Water Licensing Branch by providing guidance and advice in the use, development and maintenance of Water Licensing applications and associated data sets.

Key Role Outcomes

- Water Licensing databases and reporting services are implemented to assist business decision-making, to allow efficient production of regular reports and to facilitate the release of appropriately classified data to internal and external stakeholders.
- Data stores and data loading processes are analysed and implemented, seeking input from data content authorities and managers where necessary, to facilitate the effective design for data warehousing, formatting, input, access, analysis and storage.
- Business requirements are analysed, to identify, define and refine user information requirements and to determine data visualisation styles, business rules, match to existing data sources and, develop and implement appropriate solutions for the Water Licensing Branch.
- Procedural support processes are developed and documented to ensure data security and data integrity is maintained and/or improved.
- Databases utilised by the Water Licensing Branch are monitored and evaluated, and performance issues are identified, investigated and resolved, and associated changes are implemented in a timely manner with minimal disruption to business.

- User enquiries and requests for information and problem resolution are responded to with timely, accurate and quality advice. Undertakes practices that seek to maintain or enhance data security and integrity are employed.
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Essential Criteria (including qualifications)

[Must be addressed by candidates in written application letter (max 3 pages) in addition to CV unless advertisement advises otherwise]

- Knowledge and proven experience in database management.
 - Fundamental and current understanding of data analysis and the management of data quality, queries and reporting.
 - Experience in investigation, analysis and scoping of data requirements to support the development of software systems, data integration and data retrieval activities
 - Demonstrated proficiency in manipulating, analysing and synthesising complex data sets, identifying patterns and trends, and in organising and presenting data in a way that will inform decision making.
 - Proven ability to effectively communicate across a diverse range of stakeholders, including the elicitation of user requirements and consideration of data security standards on publishing and sharing datasets.
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Desirable Criteria

- Tertiary qualifications in Information Technology, Mathematics, Statistics or other related discipline are desirable.
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Key Relationships/Interactions

- Works closely (in a small team) with the Senior Data Analyst, Water Licensing, Application and Data Administrator and Application Support Analyst
 - Works closely with other water licensing staff
 - Works closely with colleagues and clients across the Agency, including the ICT Branch
 - Works closely with mywater vendors
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Special Conditions

- May be required to participate in responses to state emergencies or associated duties.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions.
- This role has been designated as a Position of Trust pursuant to the standards required in the Australian Government Protective Security Policy Framework. By applying for this role, you consent to being screened under the process of obtaining a National Police Clearance (NPC), and to the Department requiring you to obtain an NPC.
- Intrastate and interstate travel, including overnight absences may be required.
- Some out of hours work may be required.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"> • Creating Vision and Direction • Thinking and Acting Strategically 	<ul style="list-style-type: none"> • Ensures own work is aligned with the Agency's strategic priorities. • Makes Strategic judgements and presents options based on implications of analytical thinking.
Achieves Results	<ul style="list-style-type: none"> • Delivering Effective Outcomes 	<ul style="list-style-type: none"> • Sets priorities for self and manages workflow in order to achieve outcomes on time. • Deals assertively in overcoming barriers to action.
Drives Business Excellence	<ul style="list-style-type: none"> • Facilitating Quality and Continuous Improvement • Promoting Customer Service 	<ul style="list-style-type: none"> • Recognises problems as opportunities for improvement and facilitates discussion and/or development of processes to address these. • Establishes mechanisms for gathering feedback from customers about service quality and possible service improvements
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Establishing and Maintaining Networks 	<ul style="list-style-type: none"> • Builds collaborative relationships based on an understanding of stakeholder priorities/objectives. • Demonstrates openness by actively listening and sharing information as appropriate
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> • Modelling Public Sector Values • Demonstrating Commitment to Learning and Development 	<ul style="list-style-type: none"> • Consistently behaves in an ethical and professional manner aligned with the Public Sector values and Code of Ethics, even in difficult situations. • Keeps up to date with relevant trends/developments

Work Health and Safety

Contribute to workplace safety

- Accepts responsibility for own and others safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- Actively participate in the Department's Performance Review and Development Program.

- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people always adhering to the Child Safe Environment Policy and Procedure & Guideline.

Date Delegate approved original classification:	10/04/2024	Original Class method:	Full
Updated: 21/10/2025	RD Update only	Date this version approved by delegate:	22/12/25