

Position Description

Business Analyst

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child’s potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

							
SERVICE	PROFESSIONALISM	TRUST	RESPECT	COLLABORATION & ENGAGEMENT	HONESTY & INTEGRITY	COURAGE & TENACITY	SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

The Strategy and Performance Division promotes the value of education in South Australia and plays a key role in improving the public education system. It leads system-wide strategy, manages strategic risks, provides data-driven insights, and supports schools and preschools to succeed and strengthen their standing within their communities.

The Data Operations and Service directorate is responsible for ingesting, storing, organising, and managing data held in the Department’s data warehouses/repositories. It is the engine room of Strategy and Performance, ensuring that data is clean, high quality, usable and available. The team is also responsible for liaising with customers to assess and prioritise their requirements, and leading data governance operations for the Department. Data Operations and Service manages the full range of data life cycle functions, including business analysis, data engineering, product development, and testing.

The Business Analyst contributes to the development of data analytics products by working with stakeholders to ensure the product delivered meets the needs of the department and its staff. The Business Analyst investigates, understands and documents the various data source systems from a business view and the processes in use across the department for reporting and analysis.

Working within this context, the Business Analyst will deliver a thorough business analysis of user needs.



The Business Analyst will provide technical analysis and develop user requirements in-line with the underlying data sources and business rules to cleanse and transform the data into the presentation layer to make it useful to our customers. The role is responsible for producing detailed business and technical process maps, specifications and requirements, for both current and future systems and data collections.

Position title	Business Analyst
Classification	ASO6
Division	Strategy and Performance
Directorate	Data Operations and Service
Location	31 Flinders Street, Adelaide, with flexible working arrangements available
Reports to	Lead Business Analyst
Direct reports	Nil
Role description date	March 2026

What you will do (key outcomes)

1. Work independently under minimal supervision to oversee business analysis work on data analytics projects including requirement gathering through to solution design and implementation and assisting Business Partners on potential new work.
2. Collaborate effectively with Business Partners and stakeholders to understand and capture business needs, ensuring that project objectives are clearly understood and captured. Analyse existing business data and the functional use of data (KPIs, metrics etc) to identify areas for improvement and recommend solutions that align with business objectives.
3. Develop User Stories in conjunction with stakeholders and business partners, ensuring these are ready on the backlog for review by the engineering and testing team.
4. Leveraging a business-focused approach, utilise suitable data analytics techniques, collaborate with other analysts, where required, to extract insights from data, and subsequently formulate recommendations to inform and enhance strategic decision-making.
5. Co-design outputs for stakeholders, including dashboards, reports, and visualisations, using prototyping, wireframes or other visual tools that effectively communicate insights.
6. Continuously stay up-to-date with the latest business and data analytics tools and techniques, and industry best practices to contribute to the organisation's data-driven culture.
7. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)


- **Experience:** Demonstrated experience as a data-focused Business Analyst.
- **Analyst Knowledge:** Experience in data analytics concepts, tools, and techniques, and strong knowledge and understanding of the Business Analysis toolset.
- **Technical expertise:** Understanding of data warehouse and business intelligence concepts and architectures and Proficiency in Structured Query Language, or other relevant data processing/analysis language.
- **Trusted Advisor:** Demonstrated experience providing expert advice to senior management and stakeholders regarding current relevant developments in data products and their potential

implications for agency projects and strategic plans.

- **Communication:** Well-developed interpersonal, written and verbal communication skills to articulate and present complex concepts clearly and concisely, to technical and non-technical people at all levels in a professional and tactful manner including successfully negotiating and resolving conflict with staff and stakeholders.
- **Autonomy:** Proven ability to work independently, as well as collaboratively in a team, under broad direction, determine priorities and methodologies, ensure attention to detail, analyse technically complex issues and risks and organise high and varied workloads to meet strict deadlines in an environment of competing priorities and expectations.

Who you will work with (key relationships)	Qualifications
<p><i>List key working relationships and stakeholders here</i></p> <ul style="list-style-type: none"> • Lead Business Analyst • Business Analysts • Assistant Director Data Operations and Service • Director Data Operations and Service • Other Directors in Strategy and Performance • Business Partners • Test Analysts/Test Lead • Data Engineers 	<p>Essential: Nil.</p> <p>Desirable: A tertiary qualification in IT, Computer Science, Data Science or related field, and one or more of the following IIBA certifications: CCBA, CBAP, CBDA and AAC.</p>

Corporate responsibilities	Special conditions
<p>Keep accurate and complete records</p> <p>Act appropriately in line with the Public Sector Code of Ethics at all times</p> <p>Support diversity and promote an inclusive workplace for everyone</p> <p>Maintain a commitment to Work Health and Safety legislative requirements</p>	<p>You may need a current driver's license and be willing to drive</p> <p>You may be asked to work out of hours</p> <p>You may need to travel within or outside South Australia</p> <p>You need to achieve mutually agreed performance goals</p> <p>You must have a current Working with Children Check</p> <p>You must complete Responding to Risks of Harm, Abuse and Neglect – Education and Care training</p> <p>You must be an Australian resident or provide evidence you have a current work permit</p>

<p>Assessed by: Bailey Bowyer, People and Culture Advisor</p>		<p>Approved by: David Costie, Director, Data Operations and Service</p>	
<p>Date: March, 2026</p>		<p>Date: March, 2026</p>	

