

## Position Description

### Senior Policy and Data Analyst

#### Why work with us

The Office for Early Childhood Development was created to champion change and to help build a system that gives all South Australian children a flying start to life.

Guided by the recommendations of the Royal Commission into Early Childhood Education and Care, the Office for Early Childhood Development is the steward of the early childhood development system in South Australia.

The Office is tasked with a significant responsibility: bringing together a holistic, connected system for early childhood development across South Australia, with the goal of reducing the rate of children entering school developmental vulnerable. Critical to this is the roll-out of universal 3-year-old preschool from 2026, giving every child access to 2 years of teacher-led, play-based early learning before school by 2032.

#### Our values

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

							
<b>SERVICE</b>	<b>PROFESSIONALISM</b>	<b>TRUST</b>	<b>RESPECT</b>	<b>COLLABORATION &amp; ENGAGEMENT</b>	<b>HONESTY &amp; INTEGRITY</b>	<b>COURAGE &amp; TENACITY</b>	<b>SUSTAINABILITY</b>
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 Senior Policy and Data Analyst, Policy & Provision role holds a crucial leadership role in leading data analysis to drive informed decision-making and effective planning. Responsible for the design of planning and implementation data assets, they lead the analysis of data and develop policy advice to inform decision-making. With expertise spanning data analysis and data visualisation, the role holder will seamlessly lead a program of repeatable analyses and automated reporting to inform future potential outcomes under a range of policy scenarios.

The Senior Policy and Data Analyst role actively maintains relationships with key internal and external stakeholders across government agencies, keeping informed about the latest requirements, forecasting trends and emerging technologies. They are focused on continuous improvement and lead the regular update of products and processes to better inform the Office's current and future strategies.

<b>Position title</b>	Senior Policy and Data Analyst
<b>Classification</b>	ASO7
<b>Division</b>	Policy, Provision & Planning
<b>Directorate</b>	Infrastructure and Local Planning
<b>Location</b>	60 Flinders Street, Adelaide, with flexible working arrangements available
<b>Reports to</b>	Assistant Director, Infrastructure and Local Planning or Principal Policy Officer
<b>Direct reports</b>	Nil
<b>Role description date</b>	March 2025

### What you will do (key outcomes)

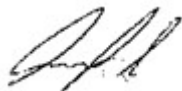

1. Lead the development of specialist advice in relevant policy areas by interrogating policy and operational requirements, including describing how different functions or choices impact on outputs and the risks the business is exposed to when utilising them for decision-making.
2. Undertake data analytics services to support strategic decision-making and systemic provisioning of preschool and other early childhood development services.
3. Generate data reports and outputs to support strategic modelling, integrated service planning and scenario analysis using a range of data inputs to support as part of statewide service provisioning and commissioning, encompassing funding, infrastructure and workforce planning elements.
4. Provide specialist advice to identify, standardise and maintain relevant data sources and models as the inputs into a range of data products and methodologies across the work program.
5. Undertake activity to improve data and related reporting, including determining goals, priorities, and objectives, promoting a culture of continuous improvement, and ensuring data and information are tailored to the intended audience to maximise its value.
6. Lead and undertake horizon scanning to bring into focus new areas of improvement in data analysis including relevant tools, apps and functions and expertise into policy development.
7. Establish and manage relationships, partnerships and networks with executive management and key internal and external stakeholders across government agencies, to help to identify needs, refine broad requirements and define the form that effective solutions might take.
8. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

## The capabilities you will bring (key competencies)

- **Policy:** Strong track record of contributing to policy analysis and complex advice, which applies data, data analytics, and data presentation.
- **Professional Expertise:** Experience in leading a program of work involving data, including extracting, manipulating, analysing, maintaining and visualising multiple complex data using appropriate techniques.
- **Autonomy:** Demonstrated ability to work under very broad direction and exercise original thinking, creativity and significant levels of independent judgment and delegated authority to manage multiple priorities and timeframes.
- **Communication and Collaboration:** Exceptional communication and interpersonal skills to build collaborative partnerships with key stakeholders, including senior executives, to conduct high level and sensitive liaison and negotiation and deliver specialist advice, briefings, evidence-based reports, presentations and data products within a complex work environment.
- **Innovation:** Strong conceptual ability and significant experience in synthesising a range of complex data and information to understand and address policy and planning challenges.
- **Organisational Knowledge:** Knowledge of early childhood education and care data sources and ability to transform this into data analysis and reporting products that facilitates effective forward-looking evidence for decision-making at all levels of the OECD.
- **WHS:** Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment; and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Manager, Infrastructure &amp; Local Planning</li> <li>• Director, Policy, Provision &amp; Planning</li> <li>• A broad range of managers, senior officers and staff across the division and OECD office.</li> </ul> <p><b>External:</b></p> <ul style="list-style-type: none"> <li>• Commonwealth and Local Government officers.</li> <li>• External stakeholders in research.</li> </ul>	<p><b>Essential:</b> Nil</p> <p><b>Desirable:</b> A degree in a relevant discipline.</p>

Corporate responsibilities	Special conditions
<p>Keep accurate and complete records</p> <p>Act appropriately in line with the Public Sector Code 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 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 do 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><b>Assessed by:</b> Jen Brady, P&amp;C Consultant</p>		<p><b>Approved by:</b> Kim Little, Chief Executive</p>	
<p><b>Date:</b> March 2025</p>		<p><b>Date:</b> March 2025</p>	