



ROLE DESCRIPTION

POSITION

Data Engineer

CLASSIFICATION

AS08

ORGANISATION

Office of the Commissioner for Public Sector Employment

PROGRAM/TEAM

Workforce Business Intelligence

ORGANISATIONAL OVERVIEW

The Office of the Commissioner for Public Sector Employment (OCPSE) makes a difference by enabling the public sector workforce to deliver great results and outcomes so that South Australia thrives.

As a central agency, we support more than 100,000 South Australians who work in the public sector by:

- Enhancing workforce performance and potential
- Providing stewardship to build an inclusive, safe, and ethical culture
- Advancing current and future leaders
- Shaping the future workforce, including its systems and data.

PROGRAM/TEAM OVERVIEW

The Workforce Business Intelligence team is dedicated to ensuring that OCPSE and public sector agencies have timely access to accurate data and information. This team supports system implementations and manages the systems infrastructure necessary for agencies to effectively employ, engage, develop, and manage the state's largest workforce.

ROLE OVERVIEW

The Data Engineer is responsible for establishing and maintaining robust data management and automated reporting capabilities from a range of systems and to support timely and accurate reporting of South Australians Public Sector workforce data that is broadly available within the South Australian government. The role will be responsible for developing and maintaining a reporting environment within OCPSE's Enterprise Data Warehouse (EDW), including end-user reports, and development of reporting systems and tools using the Microsoft BI Stack. The role will work closely with subject matter experts to understand and analyse current state data management and reporting capabilities, and design, document and build data models and reporting systems. The role is responsible for development of internal processes to collect and manage data associated with the workforce and provides robust technical solutions to enable enhanced decision-making capability in a broad range of areas across the sector.

The role plays a key part for the delivery of critical information capabilities required to measure and monitor the public sector workforce, such as the delivery of the State of the Sector annual report to parliament, the Workforce Information Report, and WHISM quarterly reports. The role will be responsible for the establishment and continuous improvement of a whole of government

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collection, analysis and reporting capability by applying data management and analytics best practice and modern technology solutions.

KEY RELATIONSHIPS

- Reports to: Manager, Workforce Business Intelligence
- Direct Reports:
 - o None
- Key Stakeholder Relationships:
 - o Commissioner for Public Sector Employment
 - o Manager, Safe and Healthy Workplaces
 - o Manager, Workforce Systems
 - o Service Delivery Manager
 - o HR and WHS managers and technical experts
 - o Vendors and ancillary service providers

RESULTS REQUIRED

- Define, design, implement and maintain data solutions to embed best practices for whole-of-government data management, analytics, and reporting, including a focus on standardisation of data definitions, measurements and reporting outcomes.
- Maintain legacy platforms and systems that have been developed by OCPSE, including OCPSE Employment Registers, EDW data integrations, and components of the OCPSE. In the long term, this role will support the simplification of and/or transferal of legacy systems so that they can be managed with minimal input from OCPSE.
- Ongoing development and maintenance of data automation and key reporting outputs including - but not limited to - the Workforce Information Collection, the State of the Sector information collection, Work Health and Safety compliance and performance measurement reporting.
- Support governance and management of risk, audit, and compliance activities inherent in the technology platform of the office and encompass all elements of the South Australia Protective Security Framework.
- Design, plan and manage projects that result in automation of data collection mechanisms and that support more timely, accurate, and consistent decision management capability across the public sector.
- Provide expert advice to the Manager, Workforce Business Intelligence in the areas of system development, data management and reporting capabilities and on specific matters relating to the measurement of the public sector workforce, and management of employment opportunities, work health and safety, equal opportunity employment, size and composition.



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OCPSE CORE CAPABILITIES

Our employees deliver work aligned to the OCPSE Strategic Plan, within the responsibilities of the role, and behave in accordance with the South Australian Public Sector Values, regardless of position and technical expertise, and:

- Adhere with the Code of Ethics for the South Australian Public Sector.
- Actively participate in OCPSE's performance management and development program.
- Actively collaborate and contribute to whole-of-office priorities and goals as required.
- Maintain a safe working environment by adopting appropriate work health and safety practices consistent with the role.
- Recognise there may be times when you are required to work outside normal working hours, or travel within or outside the state, to represent the office.
- Seek out flexible working options to support achieving a balance between work and personal responsibilities.
- Act in a manner consistent with the recognition of OCPSE as an Equal Opportunity employer.

CAPABILITIES REQUIRED

Technical

- Extensive experience in applying data analysis, data modelling, and quality assurance techniques, based upon a detailed understanding of business processes, to establish, modify or maintain data structures and associated components (entity descriptions, relationship descriptions, attribute definitions) and develop standardised and self-service reporting facilities.
- Experience in recommending/designing structures and tools for systems which meet business needs, delivering technical visualisation of proposed applications for approval by customer and execution by system developers and presenting data so that it is clear, concise, and meaningful.
- Detailed knowledge of information and cyber security practices and expertise in reviewing requirements and specifications, defining test conditions, designing test cases and test scripts under own direction, and implementing security models to ensure that access to data, user privacy, and business continuity planning is implemented and effective.
- Demonstrated analysis skills enabling the translation of business information requirements into accurate technical designs and user specifications and removes errors and deviations from specification to achieve user-friendly processes.
- Practical understanding and application of Agile, PRINCE2, Waterfall, PRiSM, and other modern project management methodologies.
- Demonstrated ability to understand and interpret complex technical or business process issues and articulate problem statements and solutions in language appropriate to non-technical audiences.
- Understand existing technical infrastructures within the South Australian Government and propose solutions that are consistent with those operating environments, or otherwise contribute to the development of whole-of-government systems that support modern data management capabilities.
- Advanced SQL development (including stored procedures, indexing, query optimisation).
- ETL & data pipeline engineering (Azure Data Factory, SSIS, or similar tools).
- Power BI development, including DAX, data modelling, and performance tuning.
- API development & integration (REST, JSON, OAuth authentication, etc.).

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- Strong knowledge of data governance, security, and compliance frameworks.

Personal

- Proven ability to work independently, and as a team member, under broad policy guidelines, and apply significant levels of independent judgment to initiate, plan, prioritise and manage complex and critical projects, programs and initiatives to achieve goals and meet deadlines within defined costs/resources.
- Demonstrated ability to effectively communicate in writing and engage and interact with a broad range of end users, including technical and non-technical, and develop common understanding of business causes and achieve required outcomes.
- Strong analytical and problem-solving skills, with a focus on automation and efficiency.
- Ability to communicate complex technical concepts to non-technical stakeholders.
- Proactive approach to improving and modernising existing data processes.

Experience

- Has successfully managed an Enterprise Data Warehouse environment.
- Significant experience in the development of business reports, including experience utilising Data Warehouses and business intelligence/reporting tools in large and complex organisations.
- Exceptional programming skills, particularly SQL development, report programming and query writing. Experience with development in MS SQL Server and the design of Data Warehouses using SQL Server.
- Experience integrating and working with APIs for data ingestion and synchronisation.
- Experience working with technical and non-technical team members and developing shared understanding between technical and non-technical team members.
- Experience building and maintaining a team culture that observes the Public Sector Values and focuses on building trust through transparent, professional, and respectful communication.

Qualifications

- Certification in Microsoft SQL products (MCSA or MCST, MCDBA, etc.)