



ASO3 Data Analyst Traffic Services Branch

ORGANISATIONAL OVERVIEW

South Australia Police (SAPOL) provides a diverse range of services to the community. These services are aimed at producing a safe and peaceful environment by the minimisation of crime and disorder. It is a large complex organisation which, because of the nature of its operations, is constantly subject to public scrutiny and accountability. It provides services to a range of different locations (over 100) spread across the State on a 24 hour a day basis.

SAPOL's vision is to provide 'Safer Communities'. All SAPOL employees are guided by Our Values of Service, Integrity, Courage, Leadership, Collaboration and Respect. SAPOL is an organisation with a proud history and an exciting vision for the future.

POSITION OVERVIEW

Summary

The Data Analyst is accountable to the Traffic Intelligence & Planning Section Coordinator for the collection, collation, analysis and presentation of data required for the production of reports for use in the timely and appropriate allocation of police resources.

Service

Integrity

Leadership

Collaboration

Courage

Respect



Special Conditions

Work Status	The incumbent must hold a current Australian work eligibility status and will be subject to a criminal history check. The incumbent may be assigned to other duties at this remuneration level or equivalent.
Location	Holden Hill Police Station
Qualifications	Although not essential an appropriate tertiary qualification in intelligence, research, data and/or statistical analysis will be considered favourably. Must hold a current (South Australian) drivers licence.
Out of Hours Work	Some out of hours work may be required.
Travel	Some intrastate and interstate travel may be required.
Performance Management	The incumbent is required to participate in SAPOL's iEngage program.

Reporting / Working Relationships

- Reports to the Traffic Intelligence & Planning Section Coordinator (direct report); and
- Liaise with other managers and members of SAPOL (sworn and non-sworn) and external clients.

KEY OUTCOMES

- Assist in the management of accurate and timely data for use by Operational Police, other administrative police personnel and Government Agencies who lawfully have access to police information.
- Undertake statistical analysis, evaluation and research of data received and gathered relevant to road crashes and traffic issues.
- Extract data and prepare reports, publications and approved ad hoc requests as required.
- Provide tabular, graphical and spatial analyses of data sets for reports and seminars using Business Intelligence and Analytics platforms for internal and external use.
- Maintain an awareness of developing traffic issues and/or contemporary research, evaluation and analysis techniques.
- Monitor cross boundary and State traffic trends within the intelligence network to address emerging issues.
- Maintain networks with stakeholders throughout SAPOL and with other agencies as required.
- Assist other members within the section with major projects requiring a range of data processing expertise, and independently on less complex projects.
- Design, develop, implement and maintain systems for data storage, integration and evaluation.

QUALIFICATIONS / SKILLS / KNOWLEDGE / EXPERIENCE

Essential Minimum Requirements

- Proven analytical and conceptualisation skills with the ability to work through complex problems and effectively communicate solutions
- Proven ability to produce clear, succinct and accurate reports, charts and graphs through data analysis.
- Sound interpersonal and communication skills and ability to liaise with a diverse range of people and to work effectively as an individual or as a member of a multi-skilled team.
- Sound organisational skills and demonstrated ability to manage a constant workload and to adapt to changing operational and strategic requirements.
- Experience in the use of Microsoft Excel and related software applications.
- Experience in the use of Business Intelligence and Analytics platforms such as Business Objects.
- Possess a high level of personal integrity and credibility and maintain confidentiality.

Desirable Characteristics

- Demonstrated ability to learn new skills associated with information management / data quality
- Knowledge of the SA Police Department objectives, policies, procedures and organisational structures

CORPORATE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.
- Actively contribute to SAPOL's commitment to being an inclusive workplace where everyone is safe, respected and supported to reach their potential by demonstrating inclusive behaviour and showing respect for diverse backgrounds, experiences and perspective.
- Demonstrate an understanding and commitment to **WH&S legislation**, principles and practices and risk assessment in accordance with the **WH&S Act (2012)**, regulations, approved codes of practice and AS/NZS ISO 31000:2018 Risk Management – Guidelines.