

Position Description

Data and Reporting 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 Data and Reporting Analyst is responsible for collecting and consolidating data and strategically analysing trends to provide expert advice. The Analyst will provide and coordinate administrative and analytic support for internal and external processes. The Analyst provides high level advice and analysis across a wide range of areas including workforce, industry, physical assets and students.

The Data and Reporting Analyst analyses data through reporting and visualisation, performance tracking and monitoring, provide high level advice on data including review data governance and compliance.

Position title	Data and Reporting Analyst
Classification	AS05
Division	Office of the Chief Operating Officer
Directorate	Procurement, Contracting and Transport




Location	31 Flinders Street, Adelaide, with flexible working arrangements available
Reports to	Manager - Facilities, and Infrastructure Procurement
Direct reports	Nil
Role description date	May 2025

What you will do (key outcomes)

1. Research, review, evaluate, and analyse large volumes of data from diverse sources including contractors and finance systems (e.g. Oracle, RES, LSS, Adobe Forms) to identify patterns, trends, and insights, providing data-driven recommendations to support strategic decision-making.
2. Develop and implement data quality assurance processes to ensure accuracy and reliability, reviewing and identifying opportunities for improvement including digitalisation.
3. Develop, implement and maintain performance measurements and metrics for monitoring business performance including Service Level Agreements. Review and analyse data to identify areas for improvement and provide strategic advice on actionable strategies.
4. Design and develop reports, forecasting models, dashboards, and data visualisations using appropriate tools, that are user friendly and appropriate for different stakeholders.
5. Provide high level advice on data findings in a clear and concise manner to stakeholders in formats that accommodate for the audience.
6. Collaborate with cross-functional teams to understand, develop and review reporting requirements and provide advice and design tailored solutions.
7. Contribute to procurement compliance and audit readiness by conducting systematic reviews of transaction data to identify inconsistencies, policy deviations, and potential risk indicators
8. Undertake horizon scanning to identify emerging trends, risks, and research areas that may impact strategic direction and policy development. Identify and recommend opportunities for process optimisation and improved operational efficiency based on data insights.

The capabilities you will bring (key competencies)

- **Autonomy:** Demonstrated ability to work autonomously under limited direction and exercise initiative and judgement. Ability to manage managing high volumes of work and changing priorities to meet deadlines.
 - **Communication and collaboration:** High level experience in developing and maintaining effective networks and operational relationships with internal and external stakeholders applying relevant communication skills to liaise effectively. Ability to negotiate to ensure successful outcomes for all stakeholders.
 - **Policy and Strategy:** Knowledge and experience in developing and implementing operational policies and processes to support government and corporate policy and strategy and drive continuous improvement of existing standards and practices.
 - **Continuous Improvement:** Demonstrated ability to identify risks, implement mitigation strategies and resolve contractual or service delivery issues proactively.
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- **Analysis and data:** Demonstrated ability to consolidate review, research and examine relevant data with policy and contractual obligations with a capacity to reach a reasonable conclusion and achieve outcomes.
- **Work Health Safety:** Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment, along with compliance to Equal Opportunity and Work Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
<p>Internal Working Relationships</p> <ul style="list-style-type: none"> • Manager – Facilities and Infrastructure Procurement • Team Leader, Contract Cleaning • Procurement Officers • Procurement and contracting services managers and staff • Site leaders and site managers <p>External Working Relationships</p> <ul style="list-style-type: none"> • Building service providers • Cleaning Contractors and suppliers • Crown Solicitor’s Office • Other state government agencies 	<p>Essential: Nil</p> <p>Desirable: Nil</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>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 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>Assessed by: Adele Gregg, People and Culture Consultant</p>		<p>Approved by: David Andrews, Deputy Chief Procurement Officer</p>	
<p>Date: May 2025</p>		<p>Date: May 2025</p>	

