Role Description

(Non-Manager)

Government of South Australia
Department for Environment and Water

Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Data Analyst	**Division:** Biodiversity & Nature Economy
Classification Level: ASO5	**Branch/Unit:** Biodiversity Science, Coasts & Information Branch / Geospatial Environmental Data & Information Unit
CHRIS Position Number: M21328	**Reports to (Title):** Team Leader, Digital Workflows & Data Analytics

About the Agency – Department for Environment and Water

About the Role

The Data Analyst contributes to the delivery of effective data analysis, ETL (Extract, Transfer, Load) and reporting services to inform business decision making in DEW. The role is responsible for designing, developing and maintaining databases, data warehouses, data marts and data loading processes. The Data Analyst applies specialist knowledge of database concepts, object and data modelling techniques and design principles. The role is also responsible for production of procedural and ETL data warehouse support documentation, and assistance with the management of the Department's enterprise databases.

Key Role Outcomes

- DEW databases, data warehouse systems and reporting services are provided to facilitate links between data and access to information for business decision-making.
- Databases, data loading processes and data storage structures are designed and developed, seeking input from data content authorities and managers where necessary, to facilitate the effective design for data warehousing, formatting, input, access, analysis and storage.
- User information requirements are gathered and analysed and the resulting identified needs are used to determine business rules, match existing data sources and, develop and implement ETL and data warehouse solutions.
- User enquiries and requests for information and problem resolution are responded to with timely, accurate and quality advice.
- Raw data is extracted, manipulated, analysed and reports and recommendations are prepared for internal clients to inform business decision-making.
- Database, data warehouse and reporting services are monitored and performance issues are identified, investigated and resolved, and associated changes are implemented in a timely manner with minimal disruption to business.
- Business strategies, planning, policy and procedures development, training, service delivery and performance monitoring projects are contributed to, or undertaken, to meet business objectives.

Essential Criteria (including qualifications)

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- Knowledge and proven experience in delivery of database design, development and management.
- Extensive experience in delivery of ETL, data warehouse, data marts and reporting services at an Enterprise level.
- Comprehensive knowledge and understanding of data warehouse development deployment, data modelling and analysis and the management of data quality, queries and reporting.
- Fundamental and current understanding of data modelling and analysis and the management of data quality, queries and reporting.
- Proven experience in the use of PL/SQL across Oracle and SQL Server relational databases.
- Extensive experience in the use of SQL Server SSIS and SSAS.
- Demonstrated proficiency in manipulating, analysing and synthesizing complex data sets, identifying patterns and trends, and in organising and presenting data in a way that will inform decision making.
- Sound knowledge and understanding of spatial data management.
- Experience with Business Intelligence and Reporting Tools (e.g. SSRS, Power View/BI and Cognos 11).
- Knowledge of techniques, methods an procedures associated with software development, change management, systems support and administration.

Desirable Criteria

- Tertiary qualification in information Technology or a related discipline.

Key Relationships/Interactions

- Works closely with other Geospatial, Environmental Data & Information staff.
- Works closely with colleagues and clients across the Agency.
- Works closely with BNE staff and various GEDI project teams.

Special Conditions

- May be required to participate in fire management or associated duties.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia.
- This role has been identified as a:
  Position of trust ☒ Prescribed position ☐ Not applicable ☐
  The following screening check(s) is/are required:
    - You will be required to provide a valid Nationally Coordinated Criminal History Check prior to being employed, which is required to be renewed every three years before expiry. DEW will cover the cost of renewal.
- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.

Core Competencies	Elements	Behavioural Indicators

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Shapes Strategic Thinking and changes	• Clear Vision and Direction • Thinking and Acting Strategically	• Maintains a strong sense of the agency's direction and shows evidence of communicating this. • Remains focused on achieving outcomes despite the emergence of unexpected or unplanned pressures.
Achieves Results	• Delivering effective outcomes	• Sets priorities for self and manages workflow in order to achieve outcomes on time. • Deals assertively in overcoming barriers to action.
Drives Business Excellence	• Facilitating Quality and Continuous Improvement • Promoting Customer Service	• Recognises problems as opportunities for improvement and facilitates discussion and/or development of processes to address these. • Gathers feedback from customers to assist in continually improving service delivery.
Forges Relationships and Engages Others	• Establishing and Maintaining Networks	• Works well with others and is effective in collaborating with colleagues across the agency. • Shows tolerance and consideration for others by accepting diverse opinions and approaches non-judgmentally.
Exemplifies Personal Drive and Professionalism	• Modelling Public Sector Values • Demonstrating Commitment to Learning and Development	• Displays commitment to the values of the Public Sector and the Code of Ethics. • Keeps abreast of relevant developments within their own field of expertise.

Work Health and Safety

Participate in workplace safety procedures and programs

- Accepts responsibility for own and others safety.
- Actively participates in consultation about work, health and safety issues
- Identifies and reports hazards ad identifies risks and controls where appropriate.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the Code of Ethics for the South Australian Public Sector.
- Maintain a commitment to EEO, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the Public Sector Act 2009.
- Actively participate in the Department's Performance Development and Review Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

Date Delegate approved original classification:	25/01/2016	Original Class method:	Full

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Updated:	RD Update only	Date this version approved by delegate:	23/10/2026
RD template version:	June 2026		

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