Position Description

Performance 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 & INTRITY	 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 Strategy and Performance Division has the lead role in supporting the Minister and the department by developing an evidence base that underpin the department's ability to create effective policy and education for the South Australian community.

The Strategic Analysis and Reporting team aims to use the best evidence available today to unlock the future for each child and young person. The team strives to use relevant data and current methods help to shape the department's strategy and measure the progress of students and the quality of the education system.

The Performance Analyst is responsible for undertaking a range of complex data analyses and writing high-quality reports which can be used to identify policy and strategic implications. The work of the Performance Analyst informs and complements the department's business intelligence capability and capacity to analyse, manipulate and present data in ways that support the strategic directions of the agency and the broader government.

Position title	Performance Analyst
Classification	ASO5
Division	Strategy and Performance
Directorate	Strategic Analysis and Reporting
Location	31 Flinders Street, Adelaide, with flexible working arrangements available
Reports to	Manager, Reporting and Analytics
Direct reports	Nil
Role description date	October 2026

What you will do (key outcomes)

1. Ensure the provision of strategic information and advice in relation to Department for Education planning, monitoring and reporting activities, including the preparation of clear and expert briefings, reports and presentations for dissemination to a wide audience that may include the Chief Executives and Ministers.
2. Conduct a range of expert planning and reporting activities to meet internal and external reporting obligations including analysing data and program results in order to evaluate the efficacy of organisational performance and reporting against stated objectives.
3. Provide expert support and quality information for the design, implementation and management of the monitoring and reporting frameworks to measure organisational performance in the department.
4. Support the development, implementation and continual improvement of key organisational policy and planning performance indicators and assessment processes, to ensure they meet whole of agency operational objectives and align with the broad framework of corporate objectives.
5. Utilise reporting tools and databases relevant to the collection, storage and retrieval of Department for Education data.
6. Contribute to the development, implementation and maintenance of new techniques and methodologies relating to data collection, data management and reporting, which support policy implementation/development and the preparation of business specific procedures as required.
7. Work collaboratively with key stakeholders and agencies to ensure full understanding of the scope and objectives of projects, including supporting responses to complex issues raised by key staff and stakeholders in order to ensure full collaboration and risk management is achieved.
8. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- Communication: Proven ability to communicate effectively, both verbally and in writing, and to negotiate and liaise collaboratively with diverse stakeholders and research and develop clear documents, reports and presentations, including the preparation of expert briefings.
- Problem-solving: Proven capacity to work effectively, either autonomously or in a team, and to apply initiative under limited direction, including analysing complex problems, supporting change processes, developing innovative solutions, determining and achieving priorities and working effectively under pressure to ensure that timeframes are met.
- Data projects and analysis: Proven experience in undertaking data related projects and programs, including applying research and analytical skills to identify and address issues, developing and implementing performance indicators, strategies and processes, and providing advice for organisational strategies and/or policy development.

- **Data management:** Proven experience in the use of complex data systems and technologies and the use and management of sensitive and confidential organisational data assets. For example, experience using SQL and/or PowerBI and statistical analysis packages such as R.
- **Data analysis:** Well-developed knowledge of data analysis methods, tools and systems, and other qualitative and quantitative research design methods and practices, and their application and utilisation within a business intelligence environment.
- **Work health and safety:** 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
Internal working relationships: • Manager, Reporting and Analytics • Director, Strategic Analysis and Reporting • Strategic Analysis and Reporting • Executive Director, Strategy and Performance. • Other members of Strategy and Performance. • Policy and program leads across the Department for Education External working relationships: • Universities • Department of the Premier and Cabinet • Department of Treasury and Finance • Productivity Commission • Other State/Territory or Commonwealth agencies	**Essential:** Nil. **Desirable:** A tertiary qualification in a discipline such as statistics, economics, psychology, biostatistics, information management, data management, project management, research management or equivalent experience. Experience with Enterprise Data Warehouses and Data Lakes.

Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	You may need a current driver's license and be willing to drive You may be asked to work out of hours You may need to travel within or outside South Australia You need to achieve mutually agreed performance goals You must have a current Working with Children Check You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training You must be an Australian resident or provide evidence you have a current work permit

Assessed by: Ashleigh Gepp, P&C Advisor		**Approved by:** Sam Luddy, Director, Strategic Analysis and Reporting	
Date: November 2026		**Date:** November 2026	