

## POSITION DESCRIPTION

POSITION TITLE	Data Analyst
DIRECTORATE - SECTION	Corporate Services – ICT Services
LEVEL - EBA	9 - Salaried
RESPONSIBLE TO	Senior Business Analyst

### OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

### OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

### OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

## ORGANISATIONAL STRUCTURE & FUNCTIONS



## THE OVERALL OBJECTIVE OF THIS POSITION

To interpret data and turn it into information which can offer ways to improve the City of Kalamunda. Gather information from various sources, interpret patterns and report findings to improve the quality and the efficiency of data systems.

The Data Analyst is responsible for Designing, building, operationalising, securing and monitoring data pipelines and data stores.

## KEY RESULT AREAS

### EXECUTIVE (CEO AND DIRECTORS) SUPPORT

- Director Corporate Services, through the Senior Business Analyst and Manager ICT Services, is fully and accurately informed and supported to ensure the best possible strategic and operational decisions are made.

### DATA MODELLING AND DESIGN

- Sets standards for data modelling and design tools and techniques, advises on their application and ensures compliance.
- Manages the investigation of enterprise data requirements based upon a detailed understanding of information requirements.
- Coordinates the application of analysis, design and modelling techniques to establish, modify or maintain data structures and their associated components.
- Manages the iteration, review and maintenance of data requirements and data models.
- Design and implement data integration solutions to facilitate smooth data flows between various business units and data sources.

### DATA DESIGN

- Provides specialist expertise in the design characteristics of database management systems or data warehouse products/services.
- Provides expert guidance in the selection, provision and use of database and data warehouse architectures, software and facilities.
- Ensures that physical database design policy supports transactional data requirements for performance and availability.
- Ensures that data warehouse design policy supports demands for business intelligence and data analytics.

### STORAGE MANAGEMENT

- Prepares and maintains operational procedures for storage management.
- Monitors capacity, performance, availability and other operational metrics. Takes appropriate action to ensure corrective and proactive maintenance of storage and backup systems to protect and secure business information.
- Creates reports and proposals for improvement.
- Contributes to the planning and implementation of new installations and scheduled maintenance and changes of existing systems

### DATA ADMINISTRATION

- Identifies, evaluates and manages the adoption of database administration tools and processes, including automation.

- Develops and maintains procedures and documentation for databases. Contributes to the setting of standards for definition, security and integrity of database objects and ensures conformance to these standards.
- Manages database configuration including installing and upgrading software and maintaining relevant documentation.
- Monitors database activity and resource usage. Optimises database performance and plans for forecast resource needs.

### **DATA MANAGEMENT**

- Devises and implements master data management processes.
- Derives data management structures and metadata to support consistency of information retrieval, combination, analysis, pattern recognition and interpretation, throughout the organisation.
- Plans effective data storage, sharing and publishing within the organisation. Independently validates external information from multiple sources.
- Assesses issues that might prevent the organisation from making maximum use of its information assets. Provides expert advice and guidance to enable the organisation to get maximum value from its data assets.

### **WORKPLACE HEALTH AND SAFETY**

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

### **WORKPLACE COMPETENCY**

- Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

### **TRAINING/QUALIFICATION(S)**

- Data Science, Information Technology, or a related field.
- Agile and Waterfall Project Methodology Certifications – desirable
- ITIL certification – Foundation desirable
- Programming languages (e.g. Java and Python) - desirable

### **SELECTION CRITERIA**

1. Proven experience and technical expertise with data models, data mining, and segmentation techniques.
2. Strong understanding of ERP systems and data integration.
3. Experience with SQL database design.
4. Knowledge of data security and compliance standards.
5. Knowledge of programming languages (e.g. Java and Python).
6. Experience building environments for optimal extraction, transformation and loading of data from various data sources using AWS, Microsoft Azure, and SQL technologies.
7. Experience using FME.
8. Experience with SynergySoft.
9. Experience within the Local Government sector.

## PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

## DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

## DRIVERS LICENCE

Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

## AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

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REVIEWED BY: Manager ICT Services

DATE PD REVIEWED/APPROVED: 29 September 2023

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