

Position Title		Senior Data Analyst	
Classification	AO5	Location	Brisbane CBD
Role Type	Permanent, Flexible-Full Time	Hours of work	36.25 hours per week

About the role

The Senior Data Analyst is responsible for identifying, delivering, and improving data sets, analytic tools, and reports for a variety of internal and external clients and stakeholders.

Role responsibilities

In the role of Senior Data Analyst, you will:

- provide sound technical advice and guidance including information and insights to influence internal and external stakeholders relating to the analysis, modelling, processing, and cleansing of various data sets to support and enhance the quality of audit findings and reports
- conduct advanced analysis or build data products to help your stakeholders solve problems through data and provide consultative support to engage and support stakeholders and guide them on how to use insights or data products to support informed decision making
- interpret data and analyse results using data science-based techniques to provide critical insights, data transformation logic, and ensure activities are taken to assess and support data and analysis quality
- support delivery of projects, through an understanding of project requirements, risks and mitigation strategies and ensure timely escalation of any risks or issues realised during delivery of the project or engagement
- coach and develop junior members of the team in the delivery of components of analytic deliverables within bigger projects and engagements. This includes a focus on effective and efficient use of data sets and tools to manipulate data to identify trends and patterns, resolve problems, and deliver reports
- support the improvement of QAO data literacy through provision of data analytic best practice principles to internal client services, parliamentary services, and corporate stakeholders. You will also deliver training and information sessions to technical and non-technical staff
- promote awareness of data analytic services across client services and its benefits with a direct focus on improving data literacy across client services develop and maintain positive working relationships both internally and externally to facilitate information sharing, access to data, and the appropriate use and interpretation of data and reports
- provide advice and recommendations on opportunities to use more diverse data, knowledge, and expertise for analysis to better deliver on audit findings and client's reporting requirements. Determine the most effective and efficient data sets and tools to manipulate data to identify trends and patterns and to resolve problems, this can include identifying and creating data models, dashboards, and other reports
- implement effective data governance and management processes, including metadata, data security, quality, classification, and privacy
- promote and model the established QAO core values of: Engage, Respect, Inspire, and Deliver
- take reasonable care for your own and others' health and safety; follow health and safety instructions; and support and cooperate with health and safety systems, policies, and procedures.

Assessment criteria

For roles within the Queensland Audit Office, assessment is based on the eligible person that is best suited to the position. We will look at your ability to perform the requirements of the role, including the extent to which you have the abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities relevant to the carrying out of the duties of the position. The ideal applicant for this role will be someone who can demonstrate the following **key attributes** as they apply to the technical responsibilities for the role.

You will be assessed on the following:

- demonstrated knowledge and experience in using business intelligence and data visualisation tools such as Excel, Power BI, and QlikSense to identify, deliver, and improve data and reporting
- proven ability to think innovatively and analytically to provide information and insights to influence internal and external stakeholders to instil confidence and drive change
- demonstrated technical expertise regarding data models, design development, data mining, and segmentation techniques
- proven ability to work both individually and as part of a team to engage, liaise, negotiate, and communicate with a variety of internal and external stakeholders
- demonstrated visualisation, communication, and presentation skills
- demonstrated awareness of data science-based techniques. Experience in machine learning models is desired.

Qualifications / professional registration / other requirements

Possession of an appropriate tertiary qualification in a relevant discipline, for example, data science, information technology, software engineering, statistics, mathematics, information management, or computer science, is **highly regarded**.

Benefits and conditions

- QAO supports work-life balance with flexible working options, competitive salary, and benefits (including 12.75 per cent employer superannuation contributions), generous leave entitlements, career progression opportunities, and the chance to make a difference to the people and communities of Queensland.
- QAO employees are employed under the *Auditor-General Act 2009*. Minimum employment conditions are set out in the *Queensland Public Service Officers and Other Employees Award – State 2015* and *State Government Entities Certified Agreement 2023 (Core Agreement)*.
- For a full list of benefits, please see our website here: www.qao.qld.gov.au/careers/careers-faqs.

Pre employment checks

- A current criminal history check is required for applicants recommended for appointment.
- Validity of qualifications will be confirmed with issuing institutions.
- Discipline checking may be undertaken on preferred applicants.



- To be an eligible employee, you must be an Australian citizen, have permanent residency status, or a visa permitting you to work in Australia. If you are not an Australian citizen you will need to provide evidence of your residency status or visa, with your right to work (including any conditions / restrictions) prior to engagement. You are required to notify QAO if your right to work in Australia ceases.
- Reference checking will be undertaken prior to any offer of employment.

Independence

QAO is the independent auditor of all Queensland public sector and local government entities. Not being independent, or not being seen to be independent, is a significant risk to our reputation and mandate.

Our independence is demonstrated through our integrity, objectivity, impartiality, and professional scepticism.

APES 1—*Code of Ethics for Professional Accountants* defines 2 types of independence:

- independence of mind where we can express conclusions without being affected by influences that compromise professional judgement
- and independence in appearance, whereby we must consider the perceptions of third parties regarding the auditor's independence.

To meet our professional obligations, QAO needs to understand your individual circumstances and relationships and assess whether these could be a threat to independence. Most threats are manageable (e.g. by not being assigned to specific audits), and we can apply safeguards, but we need to know about them.

Successful applicants, on acceptance of an offer of employment, and annually thereafter:

- are required to complete an independence declaration
- must disclose to the Auditor-General any previous employment as a lobbyist in the last 2 years.

Employees of the Queensland Audit Office:

- have an ongoing obligation to advise any perceived or actual conflicts of interest that may impact their independence or suitability to undertake the duties of the position
- are required to complete an annual independence declaration and are required to resolve any conflicts of interest
- are required to abide by the Code of Conduct for the Queensland Public Service.

Additional information

- QAO is committed to building a culture that respects and promotes human rights, inclusion, and diversity.
- QAO supports a safe, healthy working environment and we encourage applications from people with disability. Please contact recruitment@qao.qld.gov.au if you require any support or reasonable adjustments during the application or recruitment process as QAO are committed to providing a positive and equitable process.
- Recruitment processes may be used to fill future vacancies for same or similar positions.
- Travel will be required as part of this role and will generally involve overnight stays.
- A 6-month probationary period may apply.
- Within one month of commencing employment, the successful applicant is required to disclose any employment as a lobbyist in the preceding 2 years.

- Applicants who have accepted a voluntary medical or early retirement, redundancy, or retrenchment from the Queensland Government are required to state this in their application.
- Employees are required to complete an independence declaration on appointment and annually thereafter, and have an ongoing obligation to advise any interests that may impact their independence or suitability to undertake the duties of the position.
- Employees are required to abide by the Code of Conduct for the Queensland Public Service.
- A non-smoking policy applies on Queensland Audit Office premises and in all Queensland Government buildings, offices, and motor vehicles.

Privacy notice

The Queensland Audit Office collects your personal information and documents relevant to your employment. The collected information will be managed in accordance with the *Information Privacy Act 2009* and will not be disclosed to a third party without your consent, unless required or authorised by law.

About the Queensland Audit Office

Our values and purpose

Our culture is underpinned by 4 core values which inform how we work with our clients and each other.



On behalf of the Auditor-General, we provide insights to over 600 state and local government clients on how to deliver better public services for Queenslanders.

As the state's independent auditor, we are completely unique. We are vital to Queensland's integrity system of government, giving parliament and the public trusted assurance.

Innovation, teamwork, and relationships are at the heart of what we do. We use some of the most contemporary practices and tools in today's professional services industry to:

- deliver high quality audit services
- give the public sector insights on their performance, risks, and financial management
- report to parliament on the results of our work
- investigate financial waste and mismanagement
- share best practice across our client base and industry.

The public sector operating environment is diverse and constantly evolving, meaning we work throughout Queensland across a wide range of services from health, education, financial services, local government, tourism, justice, and many more.

Our workforce

Our people are our most valuable resource and are proud to be part of our diverse, inclusive, and healthy workplace. Our people are key to achieving our vision of better public services and they are dedicated, engaged, and highly skilled.

Our workforce is a mix of around 215 employees who are audit professionals, specialists, and support team members. We also engage audit service providers to conduct some of our work, and they are an integral part of our business. We are proud to celebrate our diverse backgrounds.

QAO's Executive Leadership Team has shared responsibility for audit excellence, innovation, and operational performance. Our operating model enables us to deliver our services as one team, with our Assistant Auditors-General overseeing our client services, quality, and people. Our client and audit engagement is led by our Senior Directors.

For more information on our functions and what we are passionate about, visit www.qao.qld.gov.au.

