JOB SUMMARY

**Data Analyst – Canberra**

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| --- | --- |
| Agency: | Digital Transformation Agency |
| Contract length: | 6 months, with an option of a 6 month extension |
| Location: | Canberra |
| Security clearance: | Minimum Baseline clearance |
| Work arrangements: | Working onsite full time, 5 days per week |
| Latest start date: | 24 September 2018 |
| Due date: | Monday 3 September 2018 4:00pm |

JOB DESCRIPTION

The Digital Transformation Agency (DTA) is seeking a Data Analyst who will work in a fast paced environment to support the implementation of key government deliverables.

You will join a team of policy, content and engagement specialists focused on implementing the government's response to the ICT Procurement Taskforce report.

The Data Analyst will turn data into information, information into insight and insight to inform decisions in response to the ICT Procurement Taskforce report. They will be committed to uplifting data and reporting capabilities in support of reforming ICT procurement practices.

SKILLS AND EXPERIENCE

**Essential skills and experience**

1. Have experience and good working knowledge in the research and analysis of datasets
2. Have experience in developing metrics and advising on reporting approaches
3. Demonstrated ability to understand how data intersects with policy, especially in relation to results measurement and predicting policy impacts
4. Well-developed skills and experience in the delivery of data to support evidence based policy
5. Ability to contribute to the development of a complete dataset to report government's ICT procurement spending
6. Work cooperatively with other areas of DTA, agencies across government and industry to develop a comprehensive data of ICT spend

**Nice-to-have skills and experience**

1. ICT and/or procurement background/understanding desirable
2. Able to manage own time effectively to meet deadlines in the delivery of outcomes
3. Strong communication skills both oral and written
4. Friendly, confident and professional in dealing with senior management, colleagues and external stakeholders
5. Positive, open and quick to learn new work practices

STEPS TO COMPLETE APPLICATION

1. Complete the Data Collection Form in this document
2. Address the Job/Selection criteria with your relevant experience in this document
3. Submit an application by selecting “Apply Now” on the [Adept Partners](http://www.adeptpartners.com.au/) website
4. Upload this document along with your latest Resume/CV
5. Submit your application

DATA COLLECTION FORM

**Please complete your details in the section below**

|  |  |
| --- | --- |
| Your Name |  |
| Your availability date: |  |
| Required hourly rate (Exc. GST): |  |
| Mobile |  |
| Referee 1: | |
| Name: |  |
| Title: |  |
| Organisation: |  |
| Professionals relationship to you: |  |
| Phone: |  |
| Mobile: |  |
| Email: |  |
| Referee 2: | |
| Name: |  |
| Title: |  |
| Organisation: |  |
| Professionals relationship to you: |  |
| Phone: |  |
| Mobile: |  |
| Email: |  |
| Please detail your present security clearance status (if any): | |
| Clearance Level: |  |
| Date Granted: |  |
| Department: |  |
| Department contact: |  |
| Please detail your citizenship / residency status: |  |

STATEMENT AGAINST THE CRITERIA

**Please provide a statement on your relevant skills and**

**experience addressing the criteria below.**

**The statement should approximately 600 words.**

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**Candidate Statement against the criteria:**