

Role Description

DIOCESE
OF
BALLARAT
CATHOLIC
EDUCATION
LIMITED



CATHOLIC EDUCATION BALLARAT

POSITION TITLE:	Data Analyst
TEAM LEADER:	Deputy Director, Stewardship
TEAM:	Stewardship
DATE:	June 2023

Organisational Tradition and Context

Diocese of Ballarat Catholic Education Limited (DOBCEL) is a company limited by guarantee, created to govern 58 schools located across Western Victoria. DOBCEL and its administrative arm, Catholic Education Ballarat (CEB), work together to support the leadership of all Catholic Primary and Secondary schools, to promote Catholic identity, to deliver quality learning, provide effective stewardship and nurture respectful and trusting relationships with the community.

The Executive Director of Catholic Education Ballarat acts with a delegation from the Bishop of Ballarat to organise, administer, support and service all matters related to DOBCEL Schools and Catholic Education Ballarat.

Our Vision

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

Our Mission

We journey towards this vision through:

- proclaiming and witnessing the Good News of Jesus Christ;
- ensuring quality learning that promotes excellence and fosters the authentic human development of all;
- living justly in the world, in relationship with each other and in harmony with God's creation;
- exploring, deepening and expressing our Catholic identity in diverse ways;
- enabling each one of us to reflect more fully in the image of God.

Role Purpose

The Data Analyst role supports DOBCEL's operational performance by providing analysis, advice and information to senior stakeholders to enable informed decision making and strategic analysis.

The Data Analyst will improve organisational insights and strategic decision-making through the provision of data analytics and modelling and improved data visualisation. The role will work collaboratively with key stakeholders to scope data projects, provide insightful analytics, and prepare high-quality visualisation from a number of data sources to inform the strategic plan and enable and alignment of strategic and operational work plans .

*As partners in
Catholic education
and open to God's presence,
we pursue fullness of life for all.*

Key Responsibilities

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing organisational needs.

This role will:

- Provide data-driven insights to senior management through the development of user-friendly dashboards, custom reports and bespoke analysis of diverse data sets
- Undertake the collection, validation, analysis and reporting of data for identified organisational priority areas or goals, especially in relation to workforce planning, enrolment and demographic reporting, census information and student characteristics data.
- Work collaboratively to capture requirements and business needs to translate and build new business intelligence and analytics solutions to support organisational reporting requirements
- Proactively identify manual or partially automated data tasks performed across agreed priority areas to be automated with a data solution.
- Support the development of business cases and implementation roadmaps to advance our data and reporting capability in priority areas in response to changing organisational requirements
- Provide a range of advice and support relating to data analysis, cleansing and validation for analysis and performance reporting
- Coordinate the development of and maintain appropriate data repository systems
- Work collaboratively to ensure best practice data governance systems are implemented

Skills and Capabilities

To be successful in this role the employee needs to have the following skills and capabilities:

- Ability to prioritise workload and meet deadlines;
- Experience working with stakeholders to capture and document user requirements or a willingness to learn.

Key Selection Criteria

- Demonstrated experience in interpreting data and communicating recommendations in relation to a diverse range of topics;
- Experience in SQL and the ability to extract data from a wide variety of sources and build dashboards, using applications such as Tableau or PowerBI;
- Demonstrated data visualisation literacy and the ability to create visualisations' appropriate to a given business need ;
- Problem solving skills - the ability to think creatively with a desire for continuous learning and improvement;
- Ability to communicate effectively and present information with both technical and non-technical stakeholders.

Essential Requirements

The following are requirements for this position:

- A commitment to work within and align to the DOBCEL Vision and Mission
- Appropriate tertiary qualifications, preferably related to data analytics, statistics, computer science, or mathematics
- Current Victorian or National Police Check
- Current Working with Children Check
- Current Victorian Driver's Licence

Responsibilities of all Catholic Education Ballarat Employees

Safeguarding of Children and Young People

All DOBCEL employees must:

- conduct themselves in accordance with the DOBCEL Safeguarding Children and Young People Code of Conduct and the CECV Commitment to Child Safety;
- take all appropriate action to reasonably protect children and young people, including being aware of all mandatory reporting obligations.

Health and Safety

DOBCEL is committed to providing a work environment that is safe and free of risks to health.

To achieve this all employees must:

- take reasonable care for their own health and safety and the safety of others;
- provide all relevant information regarding any medical condition that may require Emergency Services to be called; or that could impact on their ability to perform their duties;
- not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace;
- report all hazards and incidents as required.

Partnering and Communication

All employees have a responsibility to demonstrate positive and effective communication.

To achieve this all employees must:

- promote a culture of partnering and collaboration;
- ensure appropriate and professional language is demonstrated in every interaction;
- provide timely support to maintain teamwork;
- maintain effective and professional relationships with all internal and external stakeholders.

Performance and Professional Development

All employees have a responsibility to undertake continuous professional development.

To achieve this all employees must:

- participate in regular team meetings as required;
- develop individual action and development plans, aligned to organisational and role priorities;
- participate in performance review processes as required;

- complete all mandatory training required as an employee of DOBCEL;
- comply with all expected professional expectations and codes of conduct as outlined by DOBCEL or the relevant regulatory and professional body;
- continuously update knowledge appropriate to the role.

Policy

- All employees are expected to comply with and demonstrate a positive commitment toward upholding all DOBCEL policies, procedures, and work instructions.