

Senior Data Analyst

Department for Child Protection

OFFICIAL

*Nurturing happy, healthy kids so they
can grow up safe and reach their full potential.*

CLASSIFICATION:	ASO6	DIRECTORATE:	Office of the Chief Operating Officer
REPORTS TO:	Performance Lead – Outcomes and Reporting	FTE:	1.0
ROLES REPORTING TO THIS ROLE:	Nil		
ABOUT THIS ROLE:			

The Senior Data Analyst is a role within the Department for Child Protection (DCP) and is accountable to the Performance Lead – Outcomes and Reporting for complex data analysis to improve client outcomes, meet changing needs of the directorate and wider DCP, and promote and support the role of DCP in achieving its strategic goals and directions. The role is also responsible for the production of regular and ad-hoc reporting, publications and other information products, provide relevant expert data use and presentation advice as required, and extract, collate and report data.

YOU WILL BE ADDING VALUE BY:

1. Extract, compile and produce statistical reports, information papers, briefs, responses, online data products and other relevant documents that support the work of our customers, both internal and external to the Department, including Ministerial and Parliamentary briefings
2. Undertake complex analysis, integration and presentation of data for regular and ad hoc reporting.
3. Monitor and analyse trends, identify key business drivers and demand pressures and their consequences.
4. Consult with other stakeholders, provide advice to leadership on key data issues, trends and emerging themes.
5. Ensure the provision of accurate fit for purpose information, in a timely manner that meets customer requirements.
6. Contribute to the maintenance of appropriate team work instructions and contribute to guidelines, policies and manuals across the branch as required.
7. Understand the purpose and uses of data, validation and accuracy, to be able to provide advice and contextual information as required.
8. Lead and maintain flexibility in managing work situations and workload, including managing urgent matters whilst maintaining quality output of daily functions.
9. Provide leadership and contribute to a work environment where staff are challenged to develop their competence and encouraged and provided with opportunities for professional development.
10. Contribute to the implementation of quality improvement standards and measurement strategies within DCP.
11. Follow the principles of a sustainable working environment by following departmental greening initiatives.
12. Model ethical behaviour and practices consistent with SA Government Code of Ethics for Public Sector Employees and agency stated values.
13. Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.
14. Contribute to maintaining a safe and healthy work environment by taking personal accountability by identifying and reporting incidents, hazards, and injuries in accordance with DCP policy & procedure and cooperating and complying with reasonable instructions of DCP line management and WHS Officers.



Government of South Australia
Department for Child Protection

WHO YOU WILL WORK WITH:**Internal**

- Performance Lead – Outcomes and Reporting (line manager)
- Manager, Research, Performance and Evaluation
- DCP staff

External

- Non-Government Organisations
- Other government agencies

QUALIFICATIONS**Essential:** Nil**Desirable:** Appropriate qualification data analytics, data science, business, economics, management, information systems, performance, or related fields**YOUR CAPABILITIES:**

- Proven ability in the manipulation, analysis, interpretation and presentation of complex data sourced from various reporting environments, to provide to different audiences and in different formats.
- Extensive experience in the use of a range of applications for data extraction, interrogation, analysis and presentation such as Power BI, Tableau, Microsoft Excel, PowerPoint, and VBA.
- Experience liaising and working with a wide range of internal and external stakeholders.
- A sound knowledge of methods, tools available to manage, process and manage data (including the establishment of efficient repeatable processes).
- Proven ability to support project and program related data analysis under limited direction.
- Demonstrated ability to problem solve and apply critical thinking skills to complex issues, in a timely manner.
- Proven ability to use initiative and work flexibly in solving complex issues in a politically sensitive environment.
- Demonstrate 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.



OUR COLLECTIVE RESPONSIBILITIES

- Maintain accurate and complete records in accordance with the *State Records Act 1997* and departmental policies, procedures and practice guidance.
- Understand and follow the requirements of confidentiality within the *Children and Young People (Safety) Act 2017*, and whole of government and DCP policies, procedures and practice guidance to facilitate appropriate standards of confidentiality and information sharing practice.
- Actively participate in performance development processes.
- Comply with reporting obligations arising from legislation, professional conduct standards including the Code of Ethics for the South Australian Public Sector, and departmental policies, procedures and practice guidance.
- Undertake mandatory training activities as specified with the DCP Mandatory Training Procedure.
- Actively contribute to Reconciliation, and to the aims and objectives of the Aboriginal & Torres Strait Islander Child Placement Principle.
- Demonstrate a commitment to preventing gendered violence against women consistent with DCP's status as a White Ribbon Accredited Workplace.
- Maintain the Program Standards of White Ribbon Reaccreditation.
- Actively support DCP's commitment to ensuring a workplace culture that is respectful, safe and inclusive where our employees are free from discrimination and are recognised for the individual and collective skills and perspectives that they bring by virtue of culture, race, gender, disability, age, sexual orientation, gender identity, intersex status and other differences.
- Act at all times in accordance with the Code of Ethics for the South Australian Public Sector and legislative requirements including (but not limited to) the *Public Sector Act 2009* and *Work Health and Safety Act 2012*.

SPECIAL CONDITIONS

- You must have, or gain, a current Department of Human Services working with children check prior to being employed and renew this every five years before expiry.
- You must be an Australian resident or provide evidence that you have a current work permit.
- You will need to undertake training in Child Safe Environments – Reporting Child Abuse and Neglect and other mandatory training as required.
- The incumbent will be required to achieve performance targets as negotiated and mutually agreed with the Performance Lead – Outcomes and Reporting.
- You may be required to perform duties in other locations/divisions/units dependent upon Departmental requirements.
- Some out of hours work may be required.
- Some intra/interstate travel (including in small aircraft) may be required.
- Hold a current Australian driver's license and a willingness to drive is desirable.



YOU WILL CONTRIBUTE TO



OUR VISION is for all children and young people to grow up safe, healthy, connected and feeling loved so they reach their full potential.



OUR PURPOSE: The Department for Child Protection protects, cares for and empowers children and young people at risk and in care. We do this by working together with our key partners to respond to abuse and neglect, keep children and young people safe from further harm, help them heal from trauma and reach their full potential.



Leaders in practice excellence

Staff in all parts of child protection develop and use best practice in their work to deliver improved outcomes for children, young people, carers, and families.



Closing the Gap

We commit to a transformed child protection system that makes active efforts and where Aboriginal people and communities are empowered to lead decision making about the care and wellbeing of Aboriginal children and young people.



A child protection system that meets the needs of children and young people

We commission and deliver services based on a deep understanding of the needs of children and young people in care and our aspirations for them to heal from trauma and reach their full potential.



A thriving workforce

We are future focused in our workforce strategy, supporting and valuing our staff, proactively recruiting, and establishing sustainable systems, processes and workplaces that enable us to be highly effective.



Active and collaborative partnerships

We work together with our service partners and alongside the community to improve outcomes for children, young people, carers, and families.



Working alongside carers

We respect and value carers as vital partners in keeping children and young people safe and well.



Quality services and safeguarding

We are accountable and transparent, and pursue continuous improvements to promote the safety and wellbeing of children and young people throughout the services we fund and provide.

CERTIFIED CORRECT AUGUST 2026



Government of South Australia
Department for Child Protection