



Australian Government
Organ and Tissue Authority

Data and Reporting Analyst – APS 6

Classification Level: APS 6	Salary: \$94,737 to \$106,878
Employment Type: Ongoing – Full Time or Part-time (minimum 4 days per week)	Location: Canberra, ACT
Position Number: 20020012	Security Level: Baseline
Closing Date: 22 September 2024 11:59pm	Contact: Kane Deering - 02 5132 1800

About us

The Organ and Tissue Authority (the OTA) is a small Commonwealth agency that leads the delivery of a national program, DonateLife, to increase organ and tissue donation rates in Australia. There are two areas of focus: increase the capability and capacity of the health system to maximise donation rates and build community awareness across Australia to promote organ and tissue donation. The program is delivered in close collaboration with state and territory governments, a network of DonateLife agencies across Australia, health clinicians and the community.

Position overview

The Analytics and Technology team is a small, committed team responsible for the development and enhancement of national organ donation and transplantation data and systems to support real time donation activity and to assist shaping policy development and program delivery. The team provides technical support and advice to internal and external stakeholders.

This role is responsible for developing data products for a variety of stakeholders, as well as developing best practice guidelines and technical documentation. This role is also responsible for providing expert advice and interpretation of data products, streamlining workflows, and contributing to the work program and culture of the team and organisation.

Specific duties

In this role you will:

- Undertake data analysis to develop data products in a variety of formats (e.g. reports, dashboards, briefings, presentations)
- Contribute to the development of best practice guidelines and technical documentation for enterprise data assets, including relevant business terminology and business rules.
- Develop and support relationships with a broad range of stakeholders to understand business requirements and translate them into technical solutions.
- Provide technical advice to stakeholders in a clear and compelling manner.
- Contribute to the establishment and implementation of new services and systems within the agency.
- Contribute to the identification and implementation of systems improvement initiatives.
- Liaise with key stakeholders, including external service providers and DonateLife Network employees to ensure that information provision and dissemination are fit for purpose.
- Adhere to the APS Values, Code of Conduct and demonstrating capability in line with the APS Integrated Leadership System and Work Level Standards at the APS6 level.

Capabilities

To be successful in the role you will have:

- At least 2 years of experience in an analytics role or other data related role.
- Demonstrated experience creating data products with analytics languages and tools (e.g. SQL, R, Stata) and/or building dashboards to convey insights to stakeholders (e.g. Tableau, PowerBI).
- Demonstrated experience developing technical documentation, such as requirements or guidelines.
- Demonstrated experience managing projects of a technical nature.
- Well-developed oral and written communication skills, including experience communicating with non-technical audiences.
- Demonstrate behaviours consistent with the values of our organisation and the Australian Public Service.
- A demonstrated commitment to the health, safety, and wellbeing of all employees.

Eligibility

To be eligible for this position you must be an Australian Citizen at the closing date of application.

The successful applicant must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level.

Commencement of employment is subject to the successful applicant undergoing and satisfying a police history check.

We value diversity in gender, backgrounds, culture and experience of our employees and we are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. Applicants who are Aboriginal and/or Torres Strait Islander, come from a diverse cultural or linguistic background or have a disability are encouraged to apply. We aim to ensure that all applicants are treated fairly and that they have equal access to job opportunities.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to progress your application for further assessment if you choose to apply under the scheme. You must advise you would like to 'opt in' to participate in the scheme at the time of submitting your application.

Details about the RecruitAbility scheme can be found at the Australian Public Service Commission website – <https://www.apsc.gov.au/recruitability>.

To Apply

Applicants are required to submit the following to recruitment@donatelife.gov.au:

- application cover sheet
- CV
- one page pitch outlining your skills, knowledge and experience against the *Capabilities* component of this advertisement.

Please visit the [employment](#) page of our website for more information about the OTA, our recruitment processes, the application cover sheet template and information on how to apply. Alternately, you can call the Contact Officer or send us an [email](#).