

## Position Description

### Data Analyst,

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**The Position:** The primary purpose of the Data Analyst (**DA**) is to provide expert data analysis and reporting that enables implementation of the NCEC's strategic priorities.

The key aim of the DA is to work effectively and collaboratively alongside the NCEC Resources Team, internal stakeholders and external stakeholders in state and territory commissions in fulfilling the mission and vision of the NCEC.

To achieve this the DA is responsible for providing support in the areas of research and analysis, analytical support and communication, collaboration and accountability, and team culture.

**Location** Sydney, Level 3, 156 Gloucester Street, The Rocks, NSW, 2000

**Reporting to:** Director of Stewardship.

**Direct Reports:** There are no direct reports.

**Responsibilities:** The Data Analyst is accountable to the Director of Stewardship for the following:

*Research & Analysis* Proactively participate in the development and implementation of the NCEC's research agenda, including:

- Actively collaborate with colleagues in state and territory commissions to generate evidence-based approaches to common issues;
- Undertake and coordinate high-quality quantitative analysis of education performance and other education-related data;
- Maintain a detailed understanding of available datasets relevant to education research, including merits and limitations for analysis;
- Researching matters relating to the performance of students in Catholic schools such as NAPLAN, PISA, other academic indicators, wellbeing trends and data related to religious education and faith formation;
- Research aspects of school performance such as productivity, market share, parent and stakeholder options and workforce data; and
- Financial modelling and manipulation of funding data to support strategy and engagement with government.

<i>Analytic Support &amp; Communication</i>	<p>Supports the work of the NCEC Secretariat and Commissions including:</p> <ul style="list-style-type: none"> <li>• Communicate research in a manner suited to the material and audience;</li> <li>• Present results to peers at internal and external education forums;</li> <li>• Provide ad hoc analysis to support the work of committees and working parties at a national level when required;</li> <li>• Undertake desktop research tasks requested by the Executive Director, Directors, Educational Excellence Advisor and other stakeholders;</li> </ul>
<i>Collaboration and Accountability</i>	<ul style="list-style-type: none"> <li>• Manage stakeholder relationships within the states and territories to achieve delivery of timely, evidence-based research that is scalable; and</li> <li>• Utilise evidence from other jurisdictions in Australia and overseas so that decisions are informed by timely and expert analysis and sound evidence.</li> </ul>
<i>Team &amp; Culture:</i>	<p>Contribute to the collaborative and collegiate culture of the NCEC and the Catholic education community including:</p> <ul style="list-style-type: none"> <li>• Support a collaborative, collegiate culture within the Secretariat and Commission in line with the strategies, vision and values of NCEC;</li> <li>• Actively contribute to Catholic education in the broader community and to the mission of the Catholic Church in education.</li> </ul>
Inter-relationships	<p>The SDA interacts with the following internal and external stakeholders:</p> <ul style="list-style-type: none"> <li>• Executive Director;</li> <li>• Director of Stewardship and other data analysts;</li> <li>• NCEC Secretariate Team members;</li> <li>• Officers of State and Territory Commissions;</li> <li>• Officers of the Department of Education and other federal education bodies.</li> </ul>
Knowledge, Experience & Qualifications: <i>Knowledge:</i>	<p>It is desirable that the DA have the following knowledge, experience and qualifications:</p> <ul style="list-style-type: none"> <li>• Ability to understand the 'Big Picture' and to interpret and present data for a national context;</li> <li>• A demonstrable aptitude for understanding, manipulating, and cleaning complex datasets and using a variety of methods to identify trends;</li> <li>• Sound interpersonal skills, including the ability to verbally express complex information and ideas in a clear and</li> </ul>

appropriate manner to non-technical audiences including colleagues and stakeholders;

- Advanced Excel skills, including the ability to write complex formulas;
- Skilled in using data presentation software e.g. PowerBI;
- Experience preparing reports and briefings;
- A desire to become an expert in developing and using financial models to estimate funding outcomes under different scenarios;
- Demonstrated administrative, organisational and time management skills including the ability to manage competing demands and priorities;
- Interest and curiosity in education policy issues.

*Qualifications:* Relevant post-secondary qualifications in mathematics, statistics or a related analytical discipline.

*Attributes:* It is desirable that the DA has the following attributes:

- Genuine interest in the special nature and needs of Catholic education, and an understanding of, and affinity with, the stated vision, mission, and strategic intentions of NCEC;
- Sound interpersonal skills including the ability to verbally express complex information and ideas in a clear and appropriate manner;
- Demonstrated commitment to service and a willingness to be accountable for performance;
- Ability to operate with discretion and maintain strict confidentiality;
- Ability to perform under significant work pressure;
- Ability to work collaboratively and consultatively across a wide spectrum of stakeholders;
- Values driven and with personal commitment to achieve results; and
- A personal sense of warmth and welcoming and an effective team player.

*Performance Measures:* The DA's performance will be assessed having regard to:

- Measurable outcomes of the major accountabilities of the role;
- Achievement of the agreed objectives of any work plans; and
- Service levels and the level of satisfaction expressed by key stakeholders in respect of the individual's performance and the collective performance of the NCEC.

*Review Date: December 2024*