



CITY OF ALBANY POSITION DESCRIPTION TECHNICAL DATA ANALYST

1. CITY OF ALBANY VALUES

All Councillors, Staff and Volunteers at the City of Albany will be...

- **Focused:** on community outcomes - This means we will listen and pay attention to our community. We will consult widely and set clear direction for action. We will do what we say we will do to ensure that if it's good for Albany, we get it done.
- **United:** by working and learning together - This means we will work as a team, sharing knowledge and skills. We will build strong relationships internally and externally through effective communication. We will support people to help them reach their full potential by encouraging loyalty, trust, innovation and high performance.
- **Accountable:** for our actions - This means we will act professionally using resources responsibly; (people, skills and physical assets as well as money). We will be fair and consistent when allocating these resources and look for opportunities to work jointly with other directorates and with our partners. We will commit to a culture of continuous improvement.
- **Proud:** of our people and our community - This means we will earn respect and build trust between ourselves, and the residents of Albany through the honesty of what we say and do and in what we achieve together. We will be transparent in our decision making and committed to serving the diverse needs of the community while recognising we cannot be all things to all people.

2. POSITION IDENTIFICATION

TITLE: Technical Data Analyst	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Executive Director Corporate and Commercial Services</div> <div style="text-align: center; margin-bottom: 10px;">↓</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">Manager IT</div> <div style="text-align: center; margin-bottom: 10px;">↓</div> <div style="border: 1px solid black; padding: 5px;">Technical Data Analyst</div>
LEVEL: Level 7, Local Government Officers Award and City of Albany Above Award Policy – Local Government Officers.	
DIRECTORATE: Corporate and Commercial Services	
REPORTS TO: Manager IT	
RESPONSIBLE FOR: Nil	

3. POSITION OBJECTIVE

This position is responsible for managing the electronic data at the City of Albany. This primarily includes database management, data integration between the City IT systems and maintaining the data dictionary. It also includes managing the electronic data backup process and providing leadership and expert direction on data management best practices.

4. KEY RESPONSIBILITIES

General/Technical

- Overarching responsibility for maintaining the City's electronic data including databases and data backups.
- Setup, configure and maintain Extract, Transform, Load (ETL) processes and data integration between the between City IT systems.
- Develop and maintain the City data dictionary.
- Define long term plan for data management in coordination with the IT Manager and contribute to the development of the Information Management Strategy, Policies and procedures.
- Maintain a technical Wiki, system documentation and procedures pertaining to the role.
- Completion of other data management related tasks according to service level agreements and standards.
- Support and assist with IT projects as required.

Interpersonal Skills/Customer Service

- Effectively communicate with stakeholders, tailoring messaging for technical and non-technical audiences, ensuring clear understanding and collaborative decision-making.
- Promote data management best practices and data quality improvement programs and activities at the City.
- Provide data managed related technical assistance to City stakeholders.
- Work with subject matter experts across the City to understand their data management needs.

Work Health and Safety

- Take reasonable care for own / individual health and safety and for the health and safety of others, including the implementation of risk control measures that our within own / individual control to prevent injuries or illnesses.
- Comply with any reasonable instruction from the City of Albany and monitor and rectify work practices to ensure compliance with WHS Regulations.
- Abide by the City of Albany policies and procedures.
- Report any workplace hazards. Everyone in the workplace shares this responsibility equally.
- Report any workplace injury, illness or near misses. It is important to report all injuries, no matter how insignificant they may seem.

5. REQUIREMENTS OF THE JOB

Skills

- Good analytical, problem solving and organisation skills.
- Well-developed written and verbal communication skills.
- Strong customer service focus, skills and commitment.
- Ability to use initiative and to work in a multi-disciplined team environment.
- Develop and motivate team members that work alongside you.
- Ability to operate with a level of autonomy with limited day-to-day direction.

- Time management skills with the ability to assess/reassess work priorities based on overarching outcomes.
- Capability to efficiently control and coordinate projects.
- Aptitude to recommend and explain data concepts to stakeholders.
- Ability to supervise external consultants as required.

Knowledge

- Well-developed Windows application and desktop operating system, PC hardware knowledge and skills.
- Well-developed MS-SQL knowledge.
- Understanding of spatial data (desirable).
- Working knowledge of data privacy laws (desirable).

Experience

- Minimum two years' experience working in database management or similar role.
- Experience managing IT related projects.
- Supervisor / Coordinator experience (desirable).
- Demonstrated experience with ETL Tools (desirable).
- Demonstrated experience with workflow tools such as Power Automate (desirable).
- Demonstrated experience with spatial tools such as ESRI ArcGIS (desirable).

Qualifications

- Possession of a degree qualification in IT or equivalent industry experience.
- "C" Class Driver's Licence.
- National Police Clearance.

6. CERTIFICATION

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME: _____ SIGNATURE: _____
(Please print)

DATE: _____

WITNESS NAME: _____ SIGNATURE: _____
(Manager or above) (Please print)

DATE: _____