# Position Description– Data Analyst

## POSITION DETAILS

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| **Department / Team: Program Information** | **Reports to (title): Reporting Practice Lead** |
| **# Direct Reports:** 0 | **# Indirect Reports: 0** |
| **Location**: 150 Mary Street | **Salary Banding**: AO7 |

## THE CROSS RIVER RAIL PROJECT

Cross River Rail is a new 10.2km rail line including 5.9km of twin tunnels running under the Brisbane River and CBD that will unlock a bottleneck at the core of the rail network and will transform the way we travel across the whole of Southeast Queensland.

It will include four new underground stations – at Albert Street, Boggo Road, Roma Street and Woolloongabba - through the middle of Brisbane, provide new above-ground stations at the RNA Showgrounds and Dutton Park, upgrade six stations between Fairfield and Salisbury, deliver three new stations on the Gold Coast and introduce a new world-class signaling system to the wider SEQ rail network.

Once Cross River Rail is operational, journeys will be quicker, stations will be in more convenient locations and there will be capacity to increase train services as our population grows. Making public transport a more viable option for the whole region and helping to ease congestion on our roads.

Further Information: www.crossriverrail.qld.gov.au

## OUR VALUES & BEHAVIOURS

### WE COLLABORATE

- We treat each other with respect and speak up when this doesn't happen.
- We share information to help everyone be successful.
- We have honest conversations, no agendas or surprise.
- We are curios, asking questions to understand.
- We work through issues together and help each

### WE INNOVATE

- We are inclusive, listening to and encouraging differing views.
- We challenge and push the boundaries.
- We apply and share our knowledge to do better.
- We seize our opportunity to set new standards and benchmarks

### WE DELIVER

- We act safely at all times.
- We do what we say we will do and when we will do it.
- We understand our individual role and how it fits in to the project's success.
- We take responsibility for our work and speak up when we need help.
- We are committed to continuous development and take every opportunity to review, learn and improve the way in which we are delivering the project

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## ROLE OVERVIEW

The Program Information team is a key pillar within the Program Controls team and is responsible for establishing and maintaining a centralised information platform all project parties can **access** for Program Performance insights. We are committed to delivering program reporting insights that promote **transparency**, enable **early warning** of potential delays or changes, and inform **decision making**, to ensure successful delivery of the project.

The Data Analyst sits within the Program Information team at the Cross River Rail Delivery Authority (Delivery Authority). The position reports to the Reporting Practice Lead and works closely with a Senior Data Analyst, and the Program Information Manager. Additionally the role works alongside Data Engineers, Support Analysts and Stakeholders across the program.

The Program Information team provide strategic leadership and advisory services for Program Performance that drive contractor performance and demonstrate **complete**, **safe** and **fit for purpose** assets that Queensland Rail can accept and operate. Our key services include maintaining the Program Information framework, Reporting Development and Support, Performance Advisory and Data Quality and Governance.

The Data Analyst is responsible for providing comprehensive business and technical expertise in the development and maintenance of Business Intelligence (BI) analytics and performance reporting capabilities. The incumbent will play a critical role in working with stakeholders to define business metrics and transforming raw data into actionable insights, to enable evidence-based decision-making, and reporting on the project status. Success in this role will require a blend of analytical, technical, communication, and leadership skills to effectively bridge the gap between technical data manipulation and meaningful business insights.

## KEY RESPONSIBILITIES

- Develop and maintain reporting solutions in Power BI, utilising DAX, Power Query, and SQL in line with business and project needs.

- Integrate and analyse data from multiple sources, including InEight TeamBinder, OpenText Content Manager, IBM DOORS, Hexagon Intergraph, and Primavera P6.

- Design intuitive dashboards and visualisations with a strong user experience focus.

- Ensure data accuracy through quality assurance and validation processes.

- Document reporting processes and maintain solution documentation.

- Support training and user acceptance testing of reporting solutions.

- Present complex data in clear, concise formats to support decision-making.

- To work in accordance with the Delivery Authority policies, procedures and safety requirements and demonstrate alignment with our values and behaviours.

- Lead meetings with internal and external audiences, to define and implement enterprise data analysis solutions.

## KEY COMPETENCIES

The successful candidate will be able to demonstrate the following key competencies:

- Extensive experience in reporting on major infrastructure construction programs, including a demonstrable understanding of government reporting requirements.

- At least 5 years of hands-on expertise in data analysis and business intelligence development.

- Practical experience with document control systems such as InEight TeamBinder and OpenText Content Manager.

- Strong exposure with IBM DOORS to report on requirements management.

- Experience Working with Hexagon Intergraph for reporting and insights for asset installation, testing, and assurance activities

- Competence in integrating project data from planning tools such as Primavera P6.

- Advanced proficiency in Power BI, DAX, Power Query, and SQL to deliver high-impact, user-focused reporting solutions.

- Strong communication skills with the ability to distil complex data into clear, actionable insights.

- Deep understanding of relational databases, data modelling, and quality assurance.

- A proactive, outcome-driven mindset with a focus on tailored, business-ready reporting.

- Exposure to Azure and Databricks is highly desirable

- Bachelor's degree in data science, computer science, information technology, statistics, or a related field advantageous

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