

# Position Description – Senior Data Analyst

## POSITION DETAILS

<b>Department / Team:</b> IMT	<b>Reports to (title):</b> Manager Data and Reporting Services.
<b># Direct Reports:</b> 0	<b># Indirect Reports:</b> 0
<b>Location:</b> Brisbane	<b>Salary Banding:</b> AO7

## THE CROSS RIVER RAIL PROJECT

The Cross River Rail Delivery Authority is building a new 10.2km rail line that includes 5.9km of twin tunnels running under the Brisbane River and CBD; with four new underground stations at Boggo Road, Woolloongabba, Albert Street and Roma Street.

Once complete, it will provide trains with a much-needed alternative rail path through the core of the current SEQ Rail network, unlocking a bottleneck and allowing more trains to run more often across the whole of South East Queensland.

The Cross River Rail Delivery Authority is also delivering multiple supporting projects and activities in conjunction with Department of Transport and Main Road. These include accessibility rebuilds for eight surface stations, construction of three new stations on the Gold Coast; upgrades for stabling yards; track works and surface rail enhancements; and the introduction of a new ETCS digital signalling system.

Further Information: [www.crossrивerrail.qld.gov.au](http://www.crossrивerrail.qld.gov.au)

## OUR VALUES AND 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 curious, asking questions to understand.
- We work through issues together and help each other.



### 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 into 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, learn improve.

## ROLE OVERVIEW

The Senior Data Analyst sits within the Data and Reporting Services team at the Cross River Rail Delivery Authority (Delivery Authority). The position reports to the Manager Data and Reporting Services and works alongside a Data Support Analyst and two Data Engineers.

The Data and Reporting Services Team plays a pivotal role in shaping the delivery Authority's data Strategy and analytics capabilities and are responsible for database management, data analytics, Power BI reporting, dashboard development, data governance, and compliance for internal clients and project partners. This role will be responsible for leadership, as well as mentoring of junior and intermediate resources within the Data and Reporting Services team.

The Senior Data Analyst is responsible for providing comprehensive business and technical expertise in the development and maintenance of Business Intelligence (BI) analytics and reporting capabilities within the Integrated Data and Dashboard (IDD) data environment. This role will be required to provide input into the Business Intelligence strategy, as well as leadership and mentoring to other members within the team, to ensure all activities align the team and wider. This role is a key conduit and point of escalation for all things data and analytics. This position will be responsible for quality control, checking, and ensuring the accuracy of all projects. The incumbent will play a critical role in the transformation of raw data into actionable insights, enabling evidence-

based decision-making, and reporting on the project status. Success in this role will require a blend of analytical, technical, stakeholder engagement, and leadership skills to effectively bridge the gap between technical data manipulation and meaningful business insights for a range of internal and external stakeholders from varying levels within the organisation.

## KEY RESPONSIBILITIES

### BI Development:

- Collaborate with stakeholders to understand business requirements, translating these requirements into BI solutions (dashboards, reports, analysis, and data models) that enhance the IDD analytics and reporting capabilities.
- Import, store and display historical, and dynamic data within the IDD data environment to lead the Delivery Authority's reporting requirements, including integrating data from multiple sources and APIs.
- Ensure data accuracy and consistency in Power BI reports, while addressing any data quality issues promptly, checking the various outputs from the Data and Analytics team before they go live.
- Continuously monitor and evaluate the effectiveness of Power BI reporting solutions, making recommendations for enhancements and optimisation, shaping the approach and strategy to business intelligence.
- Work closely with the Data and Analytics Manager to shape the strategic direction of the business and its approach to data and analytics.

### Data Analysis:

- Utilise advanced analytics, best practice, and artificial intelligence to analyse complex datasets, identify trends, patterns, and anomalies, then communicate these findings to stakeholders in a clear and understandable manner.
- Work across the full data lifecycle including data ingestion, transformation and analysis to generate meaningful insights that support decision-making.

### Data Integration:

- Integrate data from various sources, ensuring accuracy, consistency, and reliability to provide a unified view for reporting and analysis, including integration across enterprise systems and APIs.

### Reporting Design:

- Design and develop interactive and visually appealing reports, dashboards, and visualisations using Power BI.

### Technical Expertise:

- Utilise programming languages (SQL) and data manipulation tools to extract, transform, and load (ETL) data for analysis and reporting purposes within complex data environments.

### Stakeholder Engagement:

- Collaborate with a diverse range of stakeholders across the Delivery Authority and key project partners, including Project Managers, subject matter experts within project delivery, Project Controls teams, and technical resources, to gather requirements, provide insights, and ensure solutions are aligned with business goals and strategy. Lead meetings with internal and external audiences, to provide best practice advice to various levels of seniority from officer-level, to management, to executive leadership.

### Quality Assurance:

- Implement data quality checks, validation processes, and continuous monitoring to ensure data accuracy and reliability within the IDD environment.
- Ensure that all outputs from the Data and Reporting Services team aligns with the strategic approach

### Documentation:

- Maintain clear and comprehensive documentation of data sources, data transformations, and analytical methodologies for future reference and knowledge sharing.

### Training and Support:

- Provide training and support to end-users on the tools, reports, and dashboards, enabling them to effectively utilise the IDD data environment for informed decision-making.
- Training and coaching to Data and Analytics team members, including setting of clear goals and mentorship to upskill and build internal capabilities

### Innovation:

- Stay up to date with industry trends, emerging technologies, and best practices in data analytics and visualisation, proposing innovative solutions to enhance the IDD environment's capabilities.
- To work in accordance with the Delivery Authority policies, procedures and safety requirements and demonstrate alignment with our values and behaviours

## KEY COMPETENCIES

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

- Bachelor's degree in data science, computer science, information technology, statistics, or a related field advantageous
- Proven experience (8+ years) in data analysis, business intelligence development and data visualisation.
- Extensive experience working with data sourced from:
  - Oracle Primavera P6 (schedule structures, XER, APIs)
  - PRISM (cost, forecasting data)
  - ARM (Active Risk Manager)
  - Consultation Manager
  - InEight (Document Management)
- Demonstrated ability to manage the implementation of creative and innovative approaches to data visualisation.
- Proficiency in Microsoft Fabric / Power BI
- Programming skills in SQL and experience with data manipulation using Azure SQL and Databricks
- Solid understanding of data modelling concepts and ETL processes.
- Excellent communication skills with the ability to convey complex technical concepts to non-technical stakeholders and develop collaborative partnerships.
- Analytical mindset with a focus on data-driven decision-making coupled with strong problem-solving skills.
- Experience working in a project environment on large-scale infrastructure projects would be highly desirable.
- Proven ability to adopt industry best practice.
- Proven experience in management and leadership of reporting and business intelligence function with sound knowledge of Power BI reporting, data visualisation, and data analysis.