# Position Description – Principal Data Analyst

## POSITION DETAILS

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| **Department / Team:** Program Delivery / Program Controls | **Reports to (title):** Reporting Practice Lead |
| **# Direct Reports:** 0 | **# Indirect Reports:** 0 |
| **Location**: Brisbane | **Salary Banding**: AO8 |

## 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 Principal Data Analyst sits within the Program Information team within the Program Controls business unit. The role is responsible for providing comprehensive business and technical expertise in the development and maintenance of Business Intelligence (BI) analytics and performance reporting capabilities specialising within the System Engineering and Integration areas. This role will be required to provide input into the Business Intelligence Guide, as well as leadership and mentoring to other members within the team, to ensure all activities align the team and wider business's goals. Acting as the point of escalation for all things data and analytics. This position will be responsible for checking and ensuring the accuracy of all projects,

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

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

**Technical Leadership**

- Training and coaching to Program Information team members, including setting of clear goals and mentorship to upskill and build internal capabilities.

- Support team with resolving escalated issues and complex data analysis and reporting development.

- Strategic planning support for data maturity, automation and continuous improvement for the platform.

**BI Development**:

- Collaborate with stakeholders to understand and document business requirements and processes, translating these into Power BI solutions (dashboards, reports, analysis, and data models) that enhance the programs analytics and reporting capabilities.

- Import, store and display historical and dynamic data within our data environment to lead the Delivery Authority's reporting requirements.

- 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 optimisations, shaping and governing the Program Information reporting framework.

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**Data Analysis**:

- Utilise advanced analytical skills to gather, cleanse, analyse and interpret complex system engineering and integration datasets, identify trends, patterns, and anomalies.

- Effectively communicate findings to stakeholders in a clear and understandable manner.

**Data Integration**:

- Integrate data from various sources utilising Power Query, while ensuring accuracy, consistency, and reliability to provide a consistent view for reporting and analysis at the Delivery Authority.

- Work with Data Engineers to build, test and maintain data pipelines and transformations ensuring data warehouse outputs align with business logic and can be fully leveraged within Power BI.

**Reporting Design**:

- Design and develop interactive reports, dashboards, and visualisations that adhere to the Delivery Authorities guidelines and standards.

- Ensuring designs carry a strong consideration of User experience and presents data that drives actionable outcomes.

- Follow and improve standards, procedures, methods and techniques for reporting development across the Delivery Authority.

**Stakeholder Engagement**:

- Collaborate with a diverse range of stakeholders across the Delivery Authority and key projects, including Project Managers, subject matter experts within Program Delivery teams and technical resources to gather requirements, provide insights, and ensure alignment of solutions with the business' goals.

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

**Quality Assurance**:

- Implement data quality checks, validation processes, and continuous monitoring to ensure data accuracy and reliability within the Program Delivery environment.

- Ensure that all outputs from the Program Information team aligns with the strategic approach.

- Awareness of data security, privacy and access control topic.

**Documentation**:

- Lead and 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 Program Delivery environment for informed decision-making.

- Engage and support end users in completing user acceptance testing.

**Innovation**:

- Stay up to date with industry trends, emerging technologies, and best practices in data analytics and visualisation, proposing innovative solutions to enhance Program Information reporting capabilities.

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## 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 (7+ years) in data analysis, business intelligence development and data visualisation and adopt to industry best practice.

- Experience as a senior data team member providing mentorship and training to team members, managing escalated and complex works and contributing to business improvements.

- Demonstrated ability to manage the implementation of creative and innovative approaches to data visualisation.

- Programming skills or knowledge in DAX, Power Query, SQL and ETL.

- Strong understanding and practical experience working with Relational Databases and Database design.

- Working knowledge of version control tools (Git) and processes.

- Excellent communication skills with the ability to convey complex technical concepts to non-technical stakeholders and elicit user requirements and deliver customer focused solutions.

- Analytical mindset with a focus on data-driven decision-making coupled with strong problem-solving skills.

- Experience in working within complex organisational environments or large-scale projects would be highly desirable.

- Exposure to Azure and Databricks not essential, however will be highly regarded.

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