

POSITION DESCRIPTION

Directorate: Infrastructure Canberra (iCBR)

Position Number: P62896

Division: People Engagement and Operations

Classification: ASO 6

Branch: Work Health and Safety

Location: City/Fyshwick

Position Title: Data and Reporting Officer

Last Reviewed: May 2026

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration, and innovation, as well as demonstrate the related signature behaviours.

AGENCY OVERVIEW

Infrastructure Canberra's vision is to enrich and connect our communities through sustainable and transformative infrastructure, places and spaces. At iCBR, we are the Territory's expert on capital infrastructure and our purpose is to efficiently develop, deliver and maintain infrastructure, places and spaces with our partners, for our community.

Our strategic priorities:

- Our people and our culture at our heart
- Excellence in service
- Partnering for success
- Better tools for outstanding outcomes.

We value safety, integrity, respect, excellence, innovation and collaboration and we uphold Yindyamarra to respect, honour, be kind, be gentle and be careful in every aspect of our work.

Our core functions:

- Supporting the planning, and leading the procurement and deliver, of government infrastructure programs and projects in partnership with ACT Government directorates.
- Leading leasing and associated property management and maintenance services across the ACT Government property portfolio.
- Leading the development, procurement and delivery of large scale infrastructure projects for the ACT Government.

- Coordinating and shaping the ACT Infrastructure Plan and Pipeline, and developing a portfolio and program management framework to support ACT Government infrastructure initiatives.

Providing strategic advice, expertise and assurance across the ACT Government and decision-makers, industry and key stakeholders on infrastructure policy, investment, planning, delivery and management.

DIVISION OVERVIEW

People, Engagement and Operations is dedicated to fostering a vibrant, inclusive, and collaborative environment across iCBR, our partners, communities and stakeholders. Our mission is to set and drive iCBR's strategic direction with a primary focus on developing, enhancing and implementing communication, engagement, capability, cultural, transformation, corporate services and work health and safety initiatives across the organisation.

We are accountable for a range of functions including organisational strategy, transformation and culture, learning and development, industry and industrial relations, communications, stakeholder and community engagement, corporate governance, ministerial and cabinet services, human resources and work health and safety across all iCBR projects, programs and operations. We develop and implement organisational approaches and ways of working to deliver on our strategic priorities and provide the guidance and support for our people and partners to embed safety, cultural, diversity, equity and inclusion practices into their everyday work.

Our focus is on building a values-based culture supporting our people and services to be adaptable and dynamic, empowering our people to achieve wellbeing, high performance and collective success through various initiatives including strategy and people plans, capability and learning and development frameworks and people focused safety programs.

We strive to enhance organisational excellence and maximise value. We drive and incubate innovation and opportunities to challenge the status quo, foster collaboration and communities of practice to embed continuous improvement and learning practices and optimise outcomes. This includes embedding a culture of safety, robust governance, and effective people, engagement and operational services to support the delivery of iCBR's strategic priorities.

BUSINESS UNIT OVERVIEW

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, and Yindyamarra, as well demonstrate the related signature behaviours.

The Work Health and Safety (WHS) branch supports Infrastructure Canberra by leading the development, implementation, and assurance of WHS systems, practices, and compliance across the organisation. The branch plays a key role in embedding a proactive safety culture aligned to strategic priorities.

The WHS team is responsible for delivering on the ACT Government's WHS Active Certification Policy for eligible contracts and maintaining Infrastructure Canberra's WHS Management System. This includes a strong focus on psychosocial safety, ensuring that mental health, wellbeing, and respectful workplace practices are integrated into everyday work and decision-making.

Through collaboration, capability-building, and continuous improvement, the branch supports Infrastructure Canberra to create safe, supportive, and high-performing environments for all staff and stakeholders.

POSITION OVERVIEW

Reporting to the Senior Director WHS, this role is responsible for delivering and improving data governance, collection, analysis and reporting within the WHS Management System.

A core focus of the role is the design and continuous improvement of data and reporting processes, with an emphasis on innovation, transparency, and reproducibility. The successful candidate will lead the documentation of reporting workflows and methodologies to ensure clarity, consistency, and repeatability across the branch and broader organisation.

Success in this role requires strong data literacy, proficiency in data analysis and reporting tools, and the ability to apply these skills flexibly across a range of reporting and analytical tasks.

WHAT YOU WILL DO

Working under the general direction of the Senior Director WHS:

- Collecting data from various sources, which could include internal systems or directly from stakeholders.
- Ensuring the quality of data by cleaning and validating datasets to optimise the accuracy of the analysis.
- Develop and maintain tools, datasets and processes to collect and report on WHS data for both internal and external stakeholders.
- Use tools such as Microsoft Excel and Power BI to perform data cleansing, analysis and visualisation to support business intelligence and evidence-based decision making.
- Act as the designated administrator for WHS information systems (including Safety Culture and Safety Portal), ensuring effective operation, system integrity, appropriate access controls, and availability to support WHS obligations and reporting needs.
- Work with the Reporting Team to assist in identifying opportunities for data and process improvement, supporting data reform initiatives within iCBR.
- Monitor and manage report refresh schedules, troubleshoot failed refreshes, and ensure the reliability of reporting outputs.
- Collaborate with internal stakeholders, communicating effectively – both verbally and in writing - to understand reporting requirements and contribute to the development of fit-for-purpose reporting solutions.
- Prepare and maintain technical documentation including process maps and work instructions to support transparency, reproducibility and continuous improvement.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated experience in data collection, analysis, cleaning and transformation from a broad range of sources, using contemporary analytical, reporting, statistical models and tools such as Power Query, MS Excel, Python, with a focus on automation and repeatability.
2. Demonstrated experience in developing, implementing and maintaining specialised data reporting and visualisation system such as Power BI.
3. Demonstrated experience in preparing clear and concise technical documentation, such as work instructions, data dictionaries and process maps.

Behavioural Capabilities

4. Proven capacity to self-direct and manage competing priorities, apply sound judgement, and deliver results.
5. Proven ability to collaborate effectively with others, communicate clearly, and develop an understanding of organisational context to support shared objectives.
6. Demonstrated understanding and commitment to the ACT Government and Infrastructure Canberra Values framework, workplace respect, equity and diversity framework, workplace health and safety best practice and industrial democracy principles and practice.

Compliance Requirements / Qualifications (*Desirable*):

- Data related qualifications or progress toward same would be well regarded although not essential.
- Experience in using Power BI and other data visualisation tools would be highly desirable.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director Construction WHS and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Occasionally
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never
SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Never
PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never
MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never
TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Never
Frequent travel – driving	Never
Frequent travel – interstate	Never
SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Never
OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never

