

CITY AND ENVIRONMENT DIRECTORATE (CED)

POSITION DESCRIPTION

POSITION DETAILS

Position title: Assistant Data Analyst

Classification: ASO5

Position number: P57514

Division: Chief Operating Officer

Business unit: Data & Intelligence

Location: Hybrid; Dickson and working from home.

Reports to: Assistant Director, Data & Intelligence

Date last reviewed: July 2026

Position requirements: N/A

DIRECTORATE OVERVIEW

The City and Environment Directorate (CED) brings together the people, services and systems that shape Canberra's future. CED was established to align planning and transport, improve efficiency of development decisions, support environmental management, consolidate city services operations, and strengthen how government connects with the community.

Our work spans the natural and built environments, city and transport services, and regulatory and customer service functions. We are here to:

- Deliver streamlined, customer-focused services.
- Align planning, transport and environmental stewardship.
- Consolidate operations for greater efficiency and impact.
- Make government services more accessible, transparent and trusted.

At CED, we put people and place at the centre of everything we do. Whether shaping policy, maintaining public spaces, designing transport networks or supporting regulatory access, our people contribute to a connected, inclusive and resilient Canberra.

DIVISION OVERVIEW

The Corporate Services Group (the Group) supports all areas of CED to deliver connected and effective services to the ACT community. The Group is responsible for promoting good governance across all operations, safeguarding the safety, health and wellbeing of employees, and managing essential frameworks for people, finance, ICT, legal and governance. In addition, it drives continuous process improvements and provides vital support to our ministers, enabling them to deliver on strategic priorities.



These responsibilities are carried out through two divisions within the Group: the Chief Operating Officer (COO) Division oversees operational efficiency and service delivery; and the Strategic Finance Division manages financial planning and accountability to ensure resources are allocated effectively.

The COO Division is a fast-paced work environment with direct responsibility for: communications, engagement and media; governance, ministerial and coordination; and people, safety and culture. Being part of this team allows visibility of the enabling corporate services the COO Division provides to the directorate, with a breadth of work that is diverse and interesting.

The **Data, Projects and Improvement Branch** enables strategic, data-driven and customer-centred transformation across CED. It provides the capability, governance and tools required to manage key projects reliably and transparently, build and steward high-quality data and insights, drive continuous improvement, innovation and automation, and ensure benefits are realised and embedded in business operations.

Who we are

We are a diverse, innovative and professional team of people who come from a wide variety of backgrounds. We welcome people with experience from the community, public and private sectors and believe the more diverse our knowledge base is, the better our results will be.

We value people with innovative and creative ideas, who communicate with candour and respect, and who have the motivation to drive and engage on projects from conception through to delivery. We are curious about each other's work and always ask "who else needs to know?" and "what could be done better?"

What we offer

- Interesting and fulfilling work in a unique government environment where you can see the impact you have on the Canberra community.
- The opportunity to work with passionate, innovative and experienced leaders who encourage and support you to develop your interests and expertise.
- A flexible workplace with brand new, state of the art accommodation enabling activity-based work in a fun and creative environment.

BUSINESS UNIT OVERVIEW

The Data & Intelligence team (the Team) was established to create a central capability for creating a deeper organisational understanding of the value within our data and supporting data-informed decision making. The Team examines information held by the City & Environment Directorate and external sources to provide insights, analysis, and projections on matters of tactical, operational and strategic importance.

The consists of two streams, the reporting and intelligence streams, both responsible for delivering outputs across the spectrum of data-related services, including ad hoc data or statistics provision; Power BI report development; and analytics and intelligence creation. These outputs support a range of stakeholders, from business units and Executive, to members of the public, industry and ministers.

POSITION PURPOSE

The Assistant Data Analyst role assists in the collation, analysis, visualisation and interpretation of data. Working collaboratively within a multidisciplinary team, the role applies analytical tools and techniques to manage data, uncover patterns, monitor performance, and identify opportunities for reform. In addition to analytical responsibilities, the role provides general support to team operations, helping ensure smooth coordination of activities and effective delivery of outcomes. Through technical assistance, stakeholder engagement, and a commitment to continuous improvement, the role helps translate data into meaningful results for the community and government.

DUTIES / RESPONSIBILITIES

1. Support data analysts and data scientists with establishing data access for the purpose of cleansing, analysis, visualisation and sharing (when required/permitted).
2. Assist with creating, maintaining and updating regular reports (usually in Power BI) and data publications, and responding to ad-hoc data requests.
3. Manage users' report access and permissions in Power BI Service, while maintaining high information privacy standards.
4. Manage the team's shared mailbox.
5. Produce written, graphical and verbal interpretation of reports appropriate for the audience.
6. Ensure records are treated in accordance with applicable privacy legislation and guidelines, and appropriately filed and stored in accordance with the *Territory Records Act 2002*.
7. Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework
8. Other duties as directed.
9. This position **does not** involve direct supervision staff.

SELECTION CRITERIA (CAPABILITIES)

Provide concise evidence of your **skills, knowledge and behaviours** against the duties above and the ACTPS Shared Capability Framework.

1. **Skills** – the skills you have, based on your qualifications and previous experience, to fulfil the duties/responsibilities of the role.
 - Experience in the use of Power BI and SQL is highly desirable
2. **Knowledge** – the knowledge you have, based on your qualifications and experience that will enable you to perform the duties/responsibilities of the role to a high standard.
 - Experience in (or the ability to learn quickly) the use of PowerBI is highly desired.

3. **Behaviour** – how well you fit into the Team, Division, and ACT Government based on the ACT Government Signature Values and Behaviours, and the CED Culture described in the Division Overview.
4. Commitment to ACTPS values, Respect, Integrity, Collaboration, Innovation, and to workplace health, safety and wellbeing.

COMPLIANCE REQUIREMENTS / QUALIFICATIONS

- Visa holders are eligible to apply for both permanent and temporary roles. Those with eligible visas may be considered for permanent employment, while individuals with temporary residency or limited-duration visas may be offered permanent employment for the duration of their visas.
- This position **does not** require a Working with Vulnerable People Check.
- This position **does not** require a Security Clearance.

WORK ENVIRONMENT DESCRIPTION

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

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Never
<i>The position is an activity based work environment</i>	

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent paid 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	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
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

