



ACT
Government

Chief Minister, Treasury and
Economic Development

Directorate: Chief Minister, Treasury and
Economic Development

Division: Revenue Management

Business Unit: Compliance – Business
Intelligence

Position Title: Junior Data Analyst

POSITION DESCRIPTION

Position Number: P00596

Classification: Administrative Services Officer 4

Location: Civic/Work from home

Last Reviewed: June 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 demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

<https://www.cmtedd.act.gov.au>

DIVISION OVERVIEW

Revenue Management Division (the ACT Revenue Office) is responsible for providing advice on revenue and taxation administration; the development of revenue and taxation legislation; compliance activities; debt management; administering the Territory's rates and land taxes including valuations, remissions and rebates (pensioners); and administering concessions and grants in the ACT. The Commissioner for ACT Revenue is a statutory position appointed, under the *Taxation Administration Act 1999*, by the Treasurer.

BUSINESS UNIT OVERVIEW

The Compliance section is responsible for monitoring the integrity, fairness and effectiveness of the ACT's taxation system through detection of non-compliance and enforcement action. Compliance is also responsible for managing and recovering tax debts owed to the Territory. The

section also promotes upfront voluntary compliance through client education and early engagement.

The Business Intelligence Team sits within the Compliance Section and supports their data-driven initiatives. The team focuses on understanding and solving problems, improving processes, and delivering value through data assets. Key responsibilities include:

- Developing algorithms to detect non-compliance with ACT's tax laws and presenting results in a meaningful way.
- Development of reports and letter templates to support business processes.
- Extracting insights from new and existing data sources and effectively communicating these to the business.
- Providing comprehensive executive and management reporting.

The team is supported by data engineers who manage the Revenue Office's data warehouse.

DUTIES / RESPONSIBILITIES

The Junior Data Analyst will work as part of a team to understand the needs of the Revenue Office and how our data assets can assist with solving problems and improving processes.

As a Junior Data Analyst, you will work with the team to understand the organisation's needs and leverage data assets to solve problems and improve processes. Your responsibilities include monitoring the team's inbox, responding to basic data requests, performing data entry and validation checks, and processing and uploading data to the warehouse. You'll also build letter templates with guidance from senior team members, collaborate with the Compliance section, and support various business activities. This role requires some proficiency in SQL and Excel, strong communication skills, and the ability to identify, understand and address problems effectively.

What You Bring:

- **Data Literacy:** Some proficiency in SQL and Excel to manipulate data effectively and derive insight for business users.
- **Communication:** Ability to work with business teams to understand their needs and work with the BI team to find solutions.
- **Problem solving skills:** Ability to identify issues and work with the team to resolve.

Why Join Us?

- **Dynamic Environment:** Thrive in a fast-paced, ever-changing, and complex work setting.
- **Team Spirit:** Be part of a cooperative, reliable, and agile team.
- **Development Opportunities:** Gain experience and develop skills in data analytics.

Adherence to ACT Public Service organisational values, including the public service code of conduct, is essential.

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. Data literacy. Demonstrate ability to work with data using tools such as excel.
2. Technical skills. Demonstrate some knowledge of programming/statistical languages such as SQL or R. Familiarity with ETL and reporting tools, such as SSIS/SSRS would be an advantage.
3. Service delivery. Provide high quality considered and accurate information in line with business needs to customers, stakeholders and colleagues.
4. Communication. Strong interpersonal and communication skills, including liaison and negotiation skills.

Behavioural Capabilities

1. Teamwork. Work professionally and cooperatively with a focus on achieving the best results for the stakeholders.
2. Achieves results with integrity. Contribute to the delivery of results, behave ethically and with accountability and display initiative.
3. Thinking and innovation. Exercise sound judgement in routine situations, proactively identify issues and consider solutions.

Compliance Requirements / Qualifications

1. Relevant Tertiary qualifications are desirable, specifically backgrounds in Information Technology, Mathematics, Statistics or equivalent.
2. This position does not require a pre-employment medical.
3. This position does not require a Working with Vulnerable People Check.

Suitable applicants may be placed in a merit pool and offered similar roles at a later date.

Further information on working at CMTEDD can be found at:

http://www.jobs.act.gov.au/_data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Compliance Officer & Operations Officer (position number P00596) and indicates how frequently each of these requirements would be performed. Please note that CMTEDD 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	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
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 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)	Never
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

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	Occasionally

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never