



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development Directorate

Group: Strategic Policy and Finance Group

Business Unit: ACT Insurance Authority

Position Title: Data and Analytics Specialist

Position Number: P55787

Classification: ASO6

Location: Canberra City

Security Clearance Required: No

Last Reviewed: September 2026

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.

DIVISION OVERVIEW

The **Strategic Policy and Finance Group** within Treasury is made up of 3 sub-groups, namely:

- The **ACT Insurance Authority (ACTIA)** is a Statutory Authority, providing insurance, claims and risk management services for the ACT Government. The Authority also administers the Office of the Nominal Defendant of the ACT, for default claims under the ACT Motor Accident Injury Scheme and the Default Insurance Fund, for default claims under the ACT Private Workers' Compensation Scheme.
- Shared Services Finance (SSF) is responsible for providing essential services to the ACT Government directorates including financial accounting and reporting, accounts payable and receivable, taxation and banking services.
- Investments and Borrowing (IB) is responsible for the management of the ACT's assets and liabilities including superannuation liabilities and investments.

BUSINESS UNIT OVERVIEW

The Australian Capital Territory Insurance Authority (the Authority) is established under the ACT Insurance Authority Act 2005 (the Act).

The Act establishes the Authority as the ACT Government's captive insurer providing insurance services to all ACT Government directorates and statutory authorities, to meet the insurable claims and losses of ACT Government agencies.

The Authority's captive insurance model protects the ACT Government budget from a range of catastrophic and accumulated risk exposures through its reinsurance arrangements, and the accumulation of a fund reserve to meet the cost of future asset losses and legal liabilities that occur as a result of the activities of Government.

The Authority works to protect the assets and services of the Territory by providing risk management and insurance services to a large and diverse group of ACT Government client agencies and entities.

The Authority manages an annual insurance and reinsurance program to ensure cover in various insurance classes (Public Liability, Medical Malpractice, Property, Directors' & Officers' Liability etc) for the Territory.

The Authority also performs the function of Fund Manager for the Office of the Nominal Defendant of the ACT for default claims under the ACT Motor Accident Injuries Scheme, and the Default Insurance Fund, for default claims under the ACT Private Workers' Compensation Scheme.

Additionally, the Authority provides risk management support to Territory directorates and agencies, through generic and tailored training sessions, both in person and through an e-learning platform, and conducts annual inspections of Territory property assets to identify risks and works with the Agency to control the hazards.

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.

POSITION OVERVIEW

As the Data and Analytics Specialist, you will report directly to the Director, Governance, Analytics and Relationships and be part of the Finance and Governance team that is dedicated to working collaboratively with directorates, agencies, and other key stakeholders to deliver a client-focused service delivery model, based on the principles of communication, engagement, and continuous improvement.

You will work closely with all the Authority's staff to help ACTIA meet its operational and strategic objectives through sound management of information management systems, and through the collation, analysis and reporting of data.

WHAT YOU WILL DO

The primary responsibilities for this position are to:

1. Assist in the development, implementation and delivery a suite of reporting for internal and external stakeholders, using analysis and synthesis of complex data;
2. Develop and maintain robust reporting and data systems for the Authority;
3. Undertake data reviews to remove corrupted data and fix coding errors, to deliver consistent and accurate reporting;
4. Use statistical tools to identify, analyse, and interpret patterns and trends in complex data sets;
5. Prepare reports for internal and external stakeholders, incorporating trend analysis of relevant data;
6. Work with the ACTIA leadership team to identify process improvement opportunities, propose system modifications, and assist in devising data governance strategies;
7. Provide systems administration support for the delivery of the Authority's information management system, working collaboratively with system's the third-party vendor;
8. Support the ACTIA leadership team with projects aimed at delivering the Authority's strategic objectives;
9. Assist in the provision of advice to ACTPS directorates and agencies in relation to insurance and risk data management and data reporting related issues;
10. Assist in the preparation of briefs, submissions, reports, and other documents as required;

This position does not involve direct supervision of staff.

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 intermediate to advanced experience in developing, implementing, and delivering data models, reporting and data analytics to a wide range of stakeholders;
2. Demonstrated intermediate to advanced experience with Microsoft Office suites (including Power BI), as well as experience with database systems to assist with analysing and reporting on large amounts of data.
3. Demonstrated extensive experience in the administration support of an information management system, or similar, including network or systems administration functions.

Behavioural Capabilities

4. Excellent analytical and problem-solving skills, with the ability to collect, organise, analyse and communicate effectively significant amounts of information with very high attention to detail and accuracy;
5. Demonstrated organisational abilities, including the ability to work flexibly, both autonomously and as part of a team, to deliver multiple tasks and meet tight deadlines and ability to work successfully with a diverse stakeholder group;
6. Demonstrated understanding of public service values covering ethical standards and a demonstrated self-awareness, professionalism, and a proven commitment to the ongoing integration of workplace respect, equity and diversity work practices and workplace health and safety principles and practices.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Data and Analytics Specialist (position number P55787) 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	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 (in activity based work environment)	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Never
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	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
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	Occasionally

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