



# MOTOR ACCIDENT COMMISSION

## JOB & PERSON SPECIFICATION

|   |  |
|---|--|
| Title of Position: <b>Senior Data Analyst</b>   | Organisation: <b>Motor Accident Commission</b> |
| Remuneration Level: <b>Equivalent to PSM Act level – ASO7</b>   | Location: <b>Adelaide, South Australia</b>     |
| Type of appointment<br><input type="checkbox"/> Permanent ( Full Time)<br><input type="checkbox"/> Permanent ( Part Time)<br><input type="checkbox"/> Temporary (Full Time)<br><input type="checkbox"/> Temporary (Part Time)<br><input checked="" type="checkbox"/> Contract<br><input type="checkbox"/> Other ..... | Position No:<br><br>Occupant: <b>{Vacant}</b>  |

### Job & Person Specification Approval

...../...../.....

**Chief Executive or Delegate**

### **JOB SPECIFICATION**

**1. Summary of the broad purpose of the position in relation to the organisation's goals (its expected outcome and how it is achieved).**

The Senior Data Analyst is accountable to the Manager, Data Analytics of the Motor Accident Commission (MAC) and will play a key role in the effective performance management of MAC's claims manager and the Defendant Legal Panel (DLP). The incumbent will be integral to maximising scheme performance through real-time management of the claims manager and DLP. The incumbent is also responsible for analysing CTP data to identify emerging risks, monitoring Scheme performance and the gathering and dissemination of intelligence around the activities and trends within the CTP Scheme.

**2. Reporting/Working Relationships (To whom the person reports, staff for whom the person is responsible, and other significant connections and working relationships within the organisation.)**

The Senior Data Analyst will report to the Manager, Data Analytics. The incumbent will also liaise closely with the other members of the Data Analytics team, the CTP division, external claims manager staff and other external stakeholders.

**3. Special Conditions (Such as non-metropolitan location, travel requirements, frequent overtime, etc.)**

- Some out of hours work may be required.

---

**4. Statement of Key Outcomes and Associated Activities (Group into major areas of responsibility/activity and list in descending order of importance.)**

---

The Senior Data Analyst is responsible for:

- Developing and maintaining reports to monitor the performance of the CTP Scheme;
- Managing the ongoing maintenance and development of the CTP data warehouse, including initiating the expansion of the warehouse for new data items and reports;
- Undertaking data extraction applying a variety of methods and tools, and accurately preparing management and analytical reports to advise on CTP performance and activities;
- Providing high-level advice on emerging claims trends identified from data analysis and monitoring activities, and investigating identified trends to determine impacts on the CTP Scheme;
- Scoping, developing and implementing scheme liability initiatives, including developing appropriate controls and reports using the CTP Data Warehouse;
- Leading projects and initiatives to monitor the performance of the CTP Scheme;
- Providing expert advice regarding CTP data trends and providing recommendations to address identified issues or trends;
- Effective liaison with internal and external stakeholders on a range of CTP Scheme related matters involving the analysis of data and provision of ad hoc reports relating to the management of CTP claims.
- Provide expert advice in the development of MAC Board and Committee papers.

The Senior Data Analyst will also undertake other duties as directed.

The incumbent will contribute to a safe and healthy work environment, free from discrimination by promoting and implementing the principles of public administration and personnel management, in particular, Equal Opportunity and Work Health & Safety and by adhering to appropriate legislative requirements.

---

Certified Correct: ..... /...../.....

---

---

Acknowledged by Occupant: ..... /...../.....

---

**PERSON SPECIFICATION**

---

**ESSENTIAL MINIMUM REQUIREMENTS (Those characteristics considered absolutely necessary).**

---

**1. Educational/Vocational Qualifications).**

---

- Tertiary qualifications in either Actuarial Studies/IT/Finance or other related area.
- 

**2. Personal Abilities/Aptitudes/Skills (Related to the job description, and expressed in a way which allows objective assessment).**

---

- Highly developed statistical analysis, together with ability to adapt, design and implement queries to extract and analyse information from a variety of data sources.
  - Possess excellent computer literacy skills, including the use of statistical, database, spreadsheet and word processing software packages.
  - Proven ability to communicate both in writing and verbally in an effective, strategic and clear manner.
  - Demonstrated strong negotiation skills when dealing with stakeholders.
  - Proven ability to produce accurate reports to a high standard.
  - Proven ability to develop and foster productive working relationships with team members and stakeholders, including claims management staff, actuaries and auditors.
  - Possess excellent problem solving skills and proven ability to resolve complex issues.
  - Self-motivated, organised and ability to demonstrate initiative and operate independently.
  - Exceptional time management skills.
- 

**3. Experience**

---

Demonstrated experience in:

- Developing complex queries using SAS, SQL or equivalent data analysis programs to extract data from multiple data sources for analysis;
  - Managing analysis projects from definition to conclusion, and providing actionable results to the business;
  - Understanding the complexities and principles of insurance claims management and the business processes that support it;
  - Producing high quality reports and presentations of analysis for key business stakeholders;
  - Quality assurance and testing of data integrity;
  - Understanding and interpreting business requirements; and
  - Developing performance reporting.
- 

**4. Knowledge**

---

- A broad understanding of public administration, Government, legislative and/or Parliamentary processes.

**PERSON SPECIFICATION**

---

**DESIRABLE CHARACTERISTICS (To distinguish between applicants who have met all essential requirements).**

---

**1. Educational/Vocational Qualifications (Considered to be useful in carrying out the responsibilities of the position).**

---

---

**2. Personal Abilities/Aptitude/Skills Experience**

---

- Understanding of database management concepts.
- 

---

**3. Experience**

---

Demonstrated experience in:

- Performance measures;
  - Business analysis;
  - Business service improvement;
  - CTP or other personal injury insurance related business;
  - Developing ETL processes using SSIS;
  - Developing reporting using SSRS, Power BI and/or Tableau.
- 

---

**4. Knowledge**

---

- Knowledge of the *Motor Vehicles Act 1959, the Motor Commission Act 1992* and related legislation.
  - Broad knowledge of or understanding of the principles of insurance claims management and the business processes that support it.
  - Knowledge of the operation of the SA or other CTP Schemes.
- 

Acknowledged by Applicant .....