



# MOTOR ACCIDENT COMMISSION

## JOB & PERSON SPECIFICATION

<p>Title of Position: <b>Senior Road Safety Data Analyst</b></p> <p>Remuneration Level: <b>Equivalent to PSM Act level – ASO7</b></p> <p>Type of appointment:</p> <p><input type="checkbox"/> Permanent ( Full Time)</p> <p><input type="checkbox"/> Permanent ( Part Time)</p> <p><input type="checkbox"/> Temporary (Full Time)</p> <p><input type="checkbox"/> Temporary ( Part Time)</p> <p><input checked="" type="checkbox"/> <b>Contract – up to 30 June 2018</b></p> <p><input type="checkbox"/> Other .....</p>	<p>Organisation: <b>Motor Accident Commission</b></p> <p>Location: <b>Adelaide, South Australia</b></p> <p>Position No: {TBC}</p> <p>Occupant: {Vacant}</p>
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### Job and Person Specification Approval

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**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 Road Safety Data Analyst is accountable to the Corporate Communications & Policy Manager of the Motor Accident Commission (MAC) and is responsible for analysing road safety data to identify leading contributors to road trauma, monitoring and reporting on road safety performance, and contributing to the development and ongoing maintenance of MAC's road safety data analysis capability.

**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 Road Safety Data Analyst will report to the Corporate Communication & Policy Manager, MAC. The incumbent will also liaise closely with the Senior Managers and other key MAC staff.

The incumbent is also required to liaise with external providers and stakeholders including various government and road safety stakeholders, such as Department of Planning Transport & Infrastructure (DPTI), SA Police (SAPOL), Centre for Automotive Safety Research (CASR), and the RAA.

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

- Some out of hours work may be required.
- Some intra and interstate travel may be required.

**JOB AND PERSON SPECIFICATION (Cont'd.)**

**Position: Senior Road Safety Data Analyst**

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

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The Senior Road Safety Data Analyst is responsible for:

- Undertaking data extraction using a variety of methods and tools; developing and preparing analysis and reports to support the activities of the Road Safety function.
- Proactively contributing to the data analysis requirements for campaign and policy development, partnerships, and media opportunities through the provision of information, insights, reports and recommendations.
- Manage the development and ongoing maintenance of MAC's road safety data capability, including the expansion to include new data items and reports.
- Developing analytical tools that provide insights into Road Safety trends, monitor performance and enable accurate and comprehensive reporting.
- Identifying and documenting emerging risks and trends resulting from data analysis and monitoring activities, and providing process improvement recommendations.
- Liaising with the Road Safety team to develop plans to investigate trends.
- Preparing monthly Board reports that summarises data/trend analysis and investigate key road safety issues as identified by the data.
- Providing quality assurance testing on, or analysis of, data and documenting review results.
- Providing expert, evidence based advice regarding road safety data trends.
- Preparing and presenting results of road safety data analysis internal and external meetings and other forums as required.
- Ensuring systems and processes are in place to identify any potential data integrity issues.
- Contributing to strategic planning and process improvements.
- Developing and maintaining strong working relationships with internal and external stakeholders.
- Assisting staff with road safety related matters involving the analysis of data and provision of ad hoc reports relating to relevant road safety issues.

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.

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

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

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**PERSON SPECIFICATION**

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

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

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- Tertiary qualifications in either Statistics, Computer Science, or other similar studies.
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**2. Personal Abilities/Aptitudes/Skills (Related to the job description and expressed in a way which allows objective assessment).**

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- Highly developed statistical analysis skills.
  - Ability to adapt, design and implement queries to extract and analyse information from a variety of data sources.
  - Ability to analyse complex information on key drivers, performance measures and other related factors.
  - Exceptional analytical skills including the ability to form rational, evidence based recommendations and identify areas for further analysis.
  - Excellent report writing skills and production of information with accuracy and a high attention to detail.
  - Strong time management and organisational skills and the ability to contribute to the planning of the function.
  - Strong problem solving skills and the ability to adapt analytical tools to resolve more complex issues.
  - Excellent communication skills including strong negotiation skills and the ability to liaise effectively and build strong working relationships with stakeholders.
  - Ability to work in a small team environment or independently under general direction.
  - Ability to use initiative and motivation to achieve agreed outcomes.
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**3. Experience**

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Demonstrated experience in:

- Query writing to extract data, and knowledge of varying types of databases using a variety of reporting tools (SQL, Power BI, Cognos, SAS, Tableau etc.).
  - High level computer literacy and building 'what if' analysis models, financial models, performing trend analysis and investigate exceptions.
  - Preparation of performance monitoring reports, including success of implemented strategies or interventions.
  - Maintaining data collection for external groups using SFTP.
  - Actively monitoring and understanding trends and preparing reports of findings.
  - Prepare, review and provide feedback to business specifications relating to changes to IT systems.
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**4. Knowledge**

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- Knowledge of database design methodologies, structures and data mapping processes.
- Broad understanding of public administration, Government, legislative and/or Parliamentary processes.

**PERSON SPECIFICATION**

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

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

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

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- Understanding of data management concepts.

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**3. Experience**

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- Ability to adapt, design and implement Extract Transform Load processes from a variety of data sources, data warehouse dimensional modelling and OLAP.
- Experience in Continuum Analytics Anaconda and python.
- Data reconciliation, cleansing and testing of data integrity.
- Performance measures.
- Business analysis.
- Business service improvement.

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**4. Knowledge**

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- Broad understanding of road safety related datasets.
- Knowledge of application development methodologies and frameworks (such as MDV).
- Knowledge of application programming languages (eg. Java, C+) and test driven development.
- Knowledge of Machine learning and AI algorithms for obtaining insights from data.
- Knowledge of Geographic Information Systems.
- Knowledge of the *Motor Accident Commission Act 1992* and related legislation.

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Acknowledged by Applicant .....