

## POSITION DESCRIPTION

LAST REVIEWED: November 2021

<b>ROLE TITLE</b>	Senior Analyst
<b>DEPARTMENT</b>	Research & Digital
<b>REPORTS TO</b>	Assistant Director, Evidence and Data
<b>EMPLOYMENT STATUS</b>	Permanent Full Time
<b>DIRECT REPORTS</b>	Nil
<b>LIAISES WITH EXTERNALLY</b>	
<b>ESSENTIAL QUALIFICATIONS AND EXPERIENCE</b>	Undergraduate qualification in economics, statistics, mathematics, business or related discipline with a quantitative focus.
<b>PREFERRED QUALIFICATIONS AND EXPERIENCE</b>	Postgraduate qualification in economics, statistics, mathematics, business or related discipline with a quantitative focus.
<b>PURPOSE OF THE POSITION</b>	The Senior Analyst undertakes quantitative and qualitative projects that analyse, interpret and model data about construction activity, workforce and employment in Queensland. This role forms part of a small but key strategic business asset for CSQ and will be an integral part of the team's contribution to CSQ's overarching strategic objectives.
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Understanding of economic concepts and methods.</li> <li>• Knowledge or ability to quickly obtain knowledge of industry workforce planning provided by CSQ and the Vocational Education and Training (VET) environment.</li> <li>• Applied research – quantitative and qualitative methods, quantitative modelling and economic and statistical analysis.</li> </ul>
<b>SKILLS/ABILITIES</b>	<ul style="list-style-type: none"> <li>• Well-developed capacity to utilise quantitative and qualitative applications to analyse and interrogate data.</li> <li>• Advanced in Microsoft Excel (in a SQL environment).</li> <li>• Well-developed verbal and written communication skills.</li> <li>• Strategic thinking and creativity skills.</li> <li>• Effective judgement and problem-solving skills.</li> <li>• Skilled at applying data import, export and interrogation techniques in an SQL environment, or can quickly obtain these skills.</li> <li>• Ability to apply quality assurance processes and controls.</li> <li>• Ability to synthesise complex information succinctly and in client-orientated terms.</li> <li>• High attention to detail and obsessive about data quality.</li> </ul>

**ORGANISATION COMPETENCIES - CSQ WAY**

COMPETENCY	ROLE OUTPUTS REQUIRED
<p><b>Shapes the Future</b> <i>Sets CSQ up for future success</i></p>	Connects well with others to: successfully operationalise areas of responsibility; and respond to opportunities for innovation and improvement.
<p><b>Results Driven</b> <i>Focuses on achieving results both in the long and short term.</i></p>	Activates systems, processes and plans in a timely, organised and consistent manner.
<p><b>Leads Self and Others</b> <i>Manages self and others to support a constructive culture</i></p>	Demonstrates trustworthy leadership, affords autonomy to others, and supports individual and team development.  Champions learning, adaptation to the digital world, and is open to new ways of working.
<p><b>Customer Focus</b> <i>Carries out activities with the customer in mind.</i></p>	Skilfully supports team to respond to customer queries, ensuring a customer service excellence experience.
<p><b>Relationship Builder</b> <i>Builds sustainable professional relationships.</i></p>	Emotionally intelligent, acknowledges team wins, is clear about successes and failures, and builds on those to support mastery and autonomy.

**GOALS FOR THE ROLE**

KEY ACCOUNTABILITIES
<p><b>Analytics</b></p> <ul style="list-style-type: none"> <li>• Undertakes data analysis to produce audience-appropriate commentary as well as a range of other documents as required (such as analytical reports, industry overviews, briefings, environmental scans and statistics)</li> <li>• Coordinates the digital development of CSQ data/information assets on the CSQ website</li> <li>• Identifies and recommends appropriate data sets and scope of analysis for required deliverables</li> <li>• Ensures quality service delivery through statistical reliability and accuracy</li> <li>• Develops custom analytical models (Excel or other packages) which are capable of performing forecasting functions for workforce and activity demand.</li> </ul>
<p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Collaborates well with team members to analyse and interpret trends and data relationships succinctly and in client-oriented terms.</li> <li>• Ensures quality service delivery through statistical reliability and accuracy.</li> <li>• Assists with supporting CSQ’s internal stakeholders by providing statistics, indicators, analysis, forecasting, business intelligence and dashboarding as required.</li> </ul>
<p><b>General</b></p> <ul style="list-style-type: none"> <li>• Contributes to projects as agreed with the Assistant Director, Evidence and Data.</li> <li>• Undertakes other responsibilities, consistent with skills, qualifications and experience, as may be required from time to time.</li> </ul>

*“A skilled workforce that meets the evolving needs of Queensland’s Building and Construction industry”*

I understand the requirements of the position and will fulfil the obligations required of the tasks, responsibilities and needs of the Business.

Employee Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

ELT Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>Instruction for staff</b>
<ol style="list-style-type: none"><li>1. Read the Position Description carefully.</li><li>2. Keep a copy for you to use at work.</li><li>3. This is a living, breathing document and may change with the needs of the Business.</li></ol>

<b>Instruction for managers</b>
<ol style="list-style-type: none"><li>1. Photocopy the signed copy of the Position Description and give to the Staff Member.</li><li>2. Return the original to Human Resources.</li></ol>