POSITION DESCRIPTION

ROLE TITLE	Data Insights Analyst
DEPARTMENT	Research & Digital
REPORTS TO	Assistant Director, Evidence & Data
EMPLOYMENT STATUS	Permanent Full Time
DIRECT REPORTS	Nil
LIAISES WITH EXTERNALLY	Industry Stakeholders, Government Agencies, Representative and advocacy groups, Research organisations and policy groups
ESSENTIAL QUALIFICATIONS AND EXPERIENCE	Undergraduate qualification in economics, statistics, mathematics, business or related discipline with a quantitative focus.
PREFERRED QUALIFICATIONS AND EXPERIENCE	Post Graduate qualification in economics, statistics, mathematics, business or related discipline with a quantitative focus. Proven track record of preparing and delivering public-facing reports and presentations of a technical nature to business, government and community audiences.
PURPOSE OF THE POSITION	The Data Insights Analyst contributes to Construction Skills Queensland's storytelling and insights analysis under the direction of the Assistant Director, Evidence & Data. This role is responsible for preparing and presenting insights at the intersection of construction and skills, both autonomously and in cooperation with selected partners. This is both an internal and external facing role.
KNOWLEDGE	• Knowledge of economic concepts and methods • Knowledge or ability to quickly obtain knowledge of the construction industry and the Vocational Education and Training (VET) environment • Applied research – quantitative and qualitative methods, quantitative modelling and economic and statistical analysis
SKILLS/ABILITIES	• Publication-standard written ability • High level verbal communication and presentation skills • High level proficiency in quantitative and qualitative research methods • Translate research outcomes and data into digestible insights for non-technical audiences • Shape policy issues into research questions and apply appropriate methodologies to deliver policy-relevant findings • Conduct primary and secondary policy-relevant research, both autonomously and in partnership

ORGANISATION COMPETENCIES - CSQ WAY

COMPETENCY	ROLE OUTPUTS REQUIRED
Shapes the Future *Sets CSQ up for future success*	Connects well with others to successfully operationalise areas of responsibility; and respond to opportunities for innovation and improvement.
Results Driven *Focuses on achieving results both in the long and short term.*	Activates systems, processes and plans in a timely, organised and consistent manner.
Leads Self and Others *Manages self and others to support a constructive culture*	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.
Customer Focus *Carries out activities with the customer in mind.*	Skilfully supports team to respond to customer queries, ensuring a customer service excellence experience.
Relationship Builder *Builds sustainable professional relationships.*	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
Research & information responsibilities • Prepare reports and deliver presentations to disseminate the results of CSQ's research activities to a broad audience • Represent CSQ as directed at various public engagements • Plan and implement rigorous research projects informed by appropriate quantitative and qualitative methodologies as and when is required • Undertakes other responsibilities, consistent with skills, qualifications and experience, as may be required from time to time
Industry engagement and internal client responsibilities • Develop and nurture key stakeholder relationships, particularly around data partners and like-minded research-oriented groups • Represent CSQ at relevant industry groups, research organisations and policy groups as required • Manage research activities in collaboration with internal and external stakeholders
Leadership • Models the values of collaboration, mutual respect and proactive support to the organisation

"A skilled workforce that meets the evolving needs of Queensland's Building and Construction industry"

I hereby 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 _____