

Position Description: Senior Data Analyst

Position Details

Position	Senior Data Analyst
Team	Operations
Reports to	Data Analytics Manager
Direct reports	Nil

Position Summary

The Senior Data Analyst is responsible for developing, maintaining and continuously improving analytics solutions that support strategic decision making across Queensland independent schools and ISQ. The role works closely with internal and external stakeholders to understand business needs, develop solutions, interpret complex datasets and communicate findings as clear, actionable insights and recommendations. This role contributes to the collection, processing, analysis and interpretation of data, including in business intelligence solutions, to guide strategic decision making. Success in this role will be demonstrated through accurate and timely delivery of analytics outputs, effective stakeholder engagement, high-quality insights that inform decision making, development of reporting and data solutions and contribution to continuous improvement of ISQ analytics offering.

Relationships

Key internal relationships	• All ISQ staff members
Key external relationships	• Queensland independent schools • Commonwealth Department of Education • Queensland Department of Education • Other external stakeholders as required

Responsibilities

The position is responsible for, but not limited to:

1. Engaging with internal and external stakeholders to understand business needs, define analytical requirements and deliver data-driven solutions and projects that support strategic decision making.
2. Developing, delivering and maintaining high-quality analytical solutions, including business intelligence dashboards and reports, surveys, spatial analysis, demographic analysis, presentations and other analytics offerings that provide accurate and actionable insights.
3. Communicating insights through high-quality reports, presentations, dashboards and visualisations, adapting content for technical and non-technical audiences.
4. Designing, programming and deploying surveys and other data collection activities to support strategic decision making, planning, service improvement, research and

evaluation.

5. Developing, maintaining and managing operational aspects of Geographic Information System (GIS) solutions.
6. Preparing data, analysing data and generating insights across a range of datasets including educational, spatial, demographic, financial, quantitative and qualitative datasets.
7. Conducting a range of analysis including exploratory data analysis, descriptive statistics, trend analysis, benchmarking, sentiment analysis and ad hoc reporting to support strategic objectives.
8. Identifying, validating, cleaning and preparing internal and external datasets to ensure accuracy, consistency and alignment with requirements.
9. Building and maintaining relationships with relevant stakeholders including independent schools, government agencies and all ISQ staff.
10. Delivering ad hoc initiatives as required.

Requirements

Knowledge and experience	• Demonstrated experience in business intelligence, data analytics, reporting or a related function • Demonstrated experience working with internal and external stakeholders to gather requirements and develop solutions • Demonstrated experience working with complex datasets such as demographics, stakeholder perceptions, school characteristics, enrolments, student outcomes and government funding • Ability to develop creative, user-centric analytics solutions to communicate insights • Experience communicating technical findings to non-technical audiences • Experience using Power BI, Azure SQL, ArcGIS, QGIS, Qualtrics, Microsoft Forms, Excel and Microsoft Dynamics or the ability to learn • Hands-on experience with Qualtrics would be beneficial • Hands-on experience with ArcGIS would be beneficial • An understanding of the education sector would be well-regarded
Qualifications and licenses	• Tertiary qualifications in data analytics, data science, engineering, science, information technology, market research, a related field or demonstrated experience in a similar role
Skills and attributes	• Excellent communication, stakeholder/relationship management, presentation and report writing skills • Advanced analytical, problem-solving and research skills • Advanced attention to detail • Ability to apply strategic thinking

	• Ability to work in a small team environment with minimal supervision • Ability to coordinate and complete a range of tasks and priorities within committed deadlines • Commitment to participate in and contribute to building a positive and collaborative team culture
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APPROVED BY: CEO

DATE: