



# Job information pack

## Data Governance and Insights Analyst

APS Level 6

\$103,384 to \$114,718 per annum plus 15.4% superannuation

Canberra ACT, Melbourne VIC, Launceston TAS



## Position details

Job reference	VN-0768786
Classification	APS Level 6
Employment status	Ongoing <i>*A merit pool may be created and used to fill similar ongoing and non-ongoing vacancies.</i>
Working hours	Full time or Part time
Group	Strategy and Performance
Team	Office of the Chief Data and Analytics Officer
Unit	Data Architecture and Governance
Location	Canberra ACT, Melbourne VIC, Launceston TAS
Eligibility and conditions of employment	<p><b>Citizenship:</b> Under section 22(8) of the <i>Public Service Act 1999</i>, employees must be Australian citizens to be employed in the Australian Public Service (APS) unless the Agency Head has agreed otherwise, in writing.</p> <p><b>Security clearance:</b> Ability to obtain and maintain a Baseline security clearance.</p> <p><b>Specific condition:</b> Some interstate travel may be required, including occasional overnight absences.</p> <p>For further information on eligibility and conditions of employment, please visit our <a href="#">Careers</a> page.</p>
Applications close	Sunday, 3 May 2026 at 11:59pm (Australian Eastern Standard Time)
Contact officer	Please contact <a href="mailto:Recruitment@comcare.gov.au">Recruitment@comcare.gov.au</a>

## About Comcare

At Comcare, our purpose is to ***promote and enable safe and healthy work***. We have several important core roles as a regulator, scheme manager, insurer and claims manager. We also have essential enabling roles, focused on supporting education, engagement and better practice approaches to health and safety, injury recovery and return to work, and the capability and capacity of our own workforce.

We are ***committed to building and fostering a capable, engaged and high performing workforce*** that is trusted and passionate about achieving better work health and safety outcomes for Australians.

## About the team

The Office of the Chief Data and Analytics Officer (OCDAO) led by the Chief Data and Analytics Officer (CDAO) is the focal point that brings together business groups, IT, legal and other corporate functions to design and implement Comcare's enterprise data strategy, data governance frameworks, data foundation, data and analytics priorities and related initiatives.

OCDAO has a dynamic culture that values purposeful work, making a positive impact and integrity. As part of this, it promotes a culture of valuing others, commitment, wellbeing, opportunity and celebrating achievements.

## The opportunity

Reporting to the Assistant Director, Data Governance, the Data Governance and Insights Analyst coordinates and leads the development, maintenance and embedding of data governance policies, procedures and related initiatives to ensure responsible use and management of data across Comcare.

The Data Governance and Insights Analyst will build upon an existing foundation which includes a Data Governance Framework, Data Stewardship Network with representatives from across Comcare, Data Quality Framework and Guideline and supporting policies and procedures.

Working in close partnership with the Data Stewardship Network and other key stakeholders, the Data Governance and Insights Analyst will embed data governance practices in business processes while strengthening trust with Executive leadership in the integrity of the processes. The Data Governance and Insights Analyst is a bridge between technical and business stakeholders, performing a translating role across the organisation.

In this role your key responsibilities will include, but are not limited to, the following:

1. Coordinate and contribute to the development, maintenance and continuous improvement of Comcare's data governance framework, policies, procedures and standards.
2. Support the embedding of data governance practices across business areas and programs ensuring alignment to strategy and balance between business needs, governance frameworks and technical solutions.
3. Build and sustain strong, productive relationships with stakeholders including with data stewards, senior business representatives, technical teams and external vendors and facilitate collaboration across the organisation to ensure a coordinated, tailored and

- practical approach to data governance
4. Identify gaps, risks, issues and opportunities to uplift and strengthen data governance maturity, consistency and compliance through workshops, consultations and stakeholder engagement activities.
  5. Translate data governance and management requirements into clear, tailored, business focused guidance, artefacts, documentation, reports and briefing materials to support data governance decision making and assurance activities.
  6. Support the development, implementation and continued strengthening of Data Quality Framework and Guideline and corresponding data quality remediation procedure, assessment framework and remediation activities including monitoring, analysis and reporting on issues, risk, trends and outcomes.
  7. Contribute to and support the end-to-end development of data quality rules, standards and measures, working collaboratively with technical specialists and business areas to validate requirements, document standards and operationalise a repeatable data quality process.

## Our ideal candidate

Our ideal candidate is someone who is an excellent communicator and practical problem solver with a strong collaborative approach to stakeholder engagement and organisational change.

As our ideal candidate, you will have the following skills and capabilities:

- Strong relationship building and stakeholder management skills and the ability to collaborate effectively with influence and deliver cross functional initiatives without direct authority.
- Demonstrated experience or strong aptitude for extracting datasets from data management platforms to support analysis, reporting and data quality activities (e.g. analysis, assessment and remediation).
- Strong analytical thinking and attention to detail with the ability to apply lateral thinking to complex problems, develop practical solutions and new ideas
- Demonstrate a positive and proactive attitude and commitment to continuous improvement.

## Qualifications and experience

Mandatory:

- Demonstrated experience in data governance, data management, policy development or a similar related role is required; experience of approximately 2 years or more is well regarded.
- Demonstrated experience or a strong aptitude for utilising data extraction tools and manipulating datasets from databases (e.g. SQL or PowerBI).

Highly desirable:

- Experience working with technical delivery teams and/or external vendors.
- Familiarity with data governance frameworks (e.g. DAMA-DMBOK).
- Knowledge of public sector data obligations and legislative requirements.

## How to apply

If you are interested in this opportunity, please apply through Comcare's [Current Vacancies](#) website. In your application, you will be asked to do the following:

- **Attach a Statement of Claims:** In your Statement of Claims, tell us in **one page (maximum)** why you are applying for this role and how your skills, knowledge and experience address the requirements of the role. Make sure you highlight relevant examples that demonstrate your ability to perform the role and ensure you reference the **skills and capabilities outlined in the 'Our ideal candidate' section**.
- **Attach your resume:** Your resume does not need to include a cover letter as this information should be included in your Statement of Claims. Ensure your resume is **four pages maximum**.
- The contact details of **two referees**, one of which should be your current supervisor.

We welcome candidates from within or outside of the Australian Public Service to apply. When writing your application, we encourage you to consider the [APS Work Level Standards](#), which differentiates between the work expected (i.e. responsibilities and duties) at each classification level.

The Australian Public Service Commission also has guidance on applying for jobs in the Australian Public Service, including suggestions on how to write your pitch using the [STAR Model](#).

## Benefits of working with us

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### We care about making an impact

Make a meaningful contribution to the health and safety of workers nationwide. We design and deliver innovative and prevention focused initiatives that promote and enable safe and healthy work, including strategies to address psychosocial hazards.



### We care about you

We value flexibility and diversity. We celebrate our inclusive workplace and provide leave for community volunteer work or activities related to employees' cultural background. All employees have access to a health and wellbeing reimbursement and can use Employee Assistance programs.

We have generous leave provisions with four weeks annual leave, plus additional paid leave over Christmas and New Year, personal/carer's leave and leave for cultural or ceremonial events.



### We care about each other

We role model a culture founded on respect and inclusion. Our commitment to safety is reflected in policies that prioritise employee well-being. We recognise your individual needs and provide adaptable work arrangements to foster work-life balance, including work from home and office arrangements, and flex time for employees up to and including the APS6 level.



### We care about growing your career

We invest in your career development through a range of learning options, including formal training courses, on-the-job training, support for continued professional development, financial support for work-related study, coaching and mentoring and a year-round calendar of professionally facilitated courses. We foster an environment for you to achieve career goals.



### We care about recognising your contribution

We recognise and reward your contribution and commitments to outstanding work. You will experience great working conditions including competitive salaries with 15.4% superannuation, generous leave conditions, modern amenities, and flexible working arrangements. Our annual CEO Awards are one of the ways we formally recognise outstanding achievements.

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For more information about what we offer, please read our [Comcare Enterprise Agreement 2024-2027](#).

## Merit pool

This selection process may be used to establish a merit pool. The merit pool might be accessed to fill vacancies for similar roles in Comcare or across the broader Australia Public Service over the next 18 months.

## RecruitAbility scheme

Comcare is committed to supporting the employment and career development of people with disability. Our participation in the [RecruitAbility scheme](#) means you will be progressed to the next stage of the selection process if you declare you have a disability, opt into the scheme and meet the minimum requirements for the position.

Please indicate in your application if you wish to opt into the RecruitAbility scheme.

## Diversity and inclusion

The range and nature of work in Comcare requires a workforce that reflects our diverse society. We are an inclusive employer and actively encourage and welcome applications from Aboriginal and Torres Strait Islander people, people with disabilities, people from diverse cultural and linguistic backgrounds and mature-age people. We are committed to providing an environment that values diversity and supports employees to reach their full potential. If you require any reasonable adjustments to support you, should you be invited to the next stage of the selection process, please indicate this in your application.

