



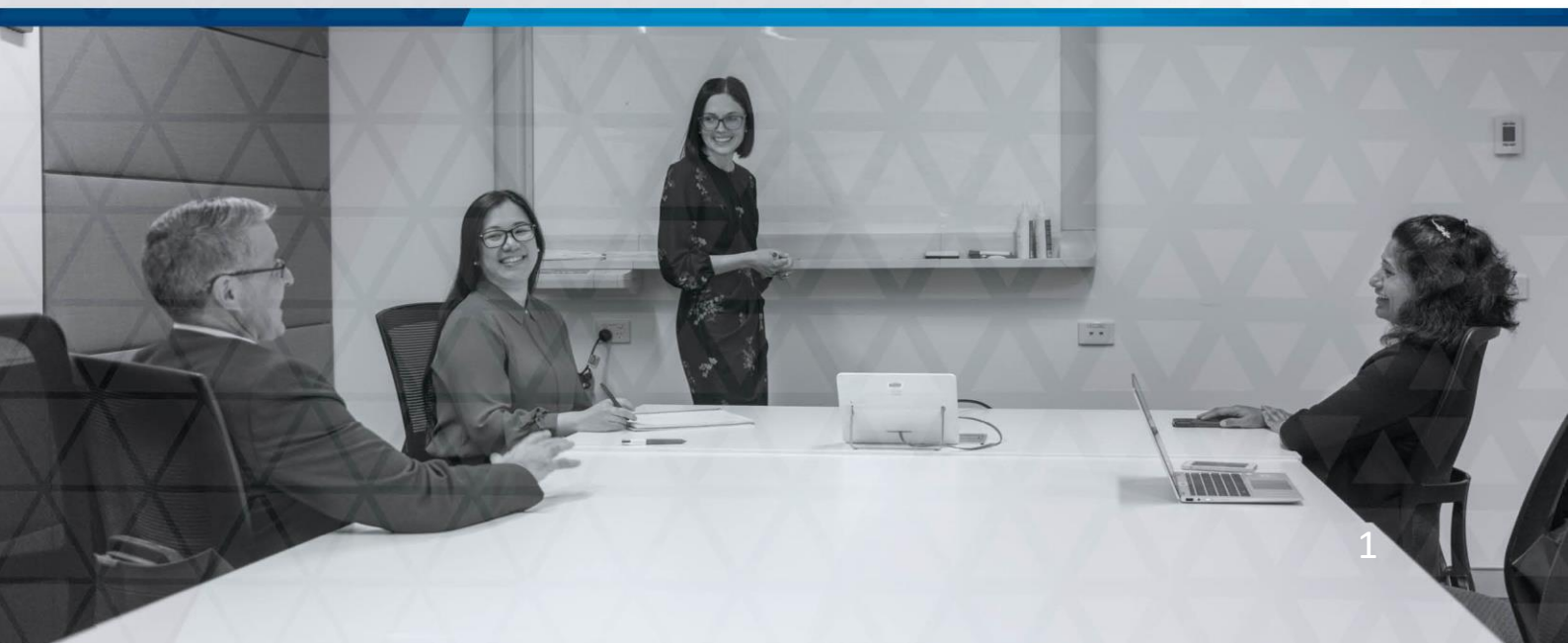
Australian Government
Comcare

APS Level 6 Business Intelligence Analyst

\$99,985 to \$110,946 per annum plus 15.4% superannuation

Canberra ACT, Melbourne VIC, Launceston TAS

WE CARE: IT'S WHAT SETS US APART.



Position Detail	
Job Reference	VN-0759444
Classification	APS Level 6
Employment Status	Non-ongoing for 12 months <i>A merit pool will be created and may be used to fill similar Ongoing and Non-Ongoing vacancies.</i>
Hours	Full-time
Group	Scheme Management
Team	Office of the Chief Data and Analytics Officer
Unit	Data Operations and Products
Location	Canberra ACT, Melbourne VIC, Launceston TAS
Selection Process	<p>Please apply through Comcare's Current Vacancies website, providing a statement of claims with your response outlining what you could bring to this position including your skills, experience and knowledge relevant to the below job specific capabilities and role (maximum 2 pages).</p> <p>Our competitive merit process can take approximately six weeks, covering shortlisting, interviews, references, and offers. Processes may also include psychometric testing and a written assessment.</p> <p>We welcome candidates from within or outside of the Australian Public Service to apply. The Australian Public Service Commission has provided guidance which may assist with your application: Cracking the Code.</p>
Eligibility and Specific Conditions of Employment	<ol style="list-style-type: none"> 1. Australian citizenship. 2. Character clearance (Australian Criminal History Check). 3. Employee Health Declaration. 4. Six months probationary period for new engagements. 5. Ability to obtain and maintain a Baseline Security Clearance. <p>For information on conditions of employment, please go to Working at Comcare.</p>
Applications Open and Close	Thursday, 12 June 2025 to Tuesday, 24 June 2025 at Time 11:59pm (Australian Eastern Standard Time)
Contact Officer	Recruitment Team on recruitment@comcare.gov.au

Team Overview

The Data Operations and Products function is located within the Chief Data and Analytics Office (CDAO) at Comcare. The function provides specialist analytics capability to the organisation as well as acting as a data 'front door' for requests raised by stakeholders across Comcare.

Our work supports evidence-based decision making and provides insight into emerging risks and trends to support Comcare's purpose of promoting and enabling safe and healthy work.

Role Overview

As a Business Intelligence (BI) Analyst, you will be responsible for the technical development and delivery of analytics and reporting solutions to translate data into actionable insights for stakeholders. You will use your expertise and techniques that focus on data modelling, report development and data storytelling to provide insights and intelligence to the organisation.

Your work will support the Data Operations and Products team's commitment to provide high quality analytics and reporting products and deepening intelligence across Comcare. You will be working in a cohesive team to delivery key projects and deliverables in accordance with the Comcare Data and Analytics Strategy 2024-26.

Primary responsibilities:

- Undertake design, build and implementation of reports, dashboards, analytics and data products that support the delivery of actionable insights across the organisation.
- Contribute to the development of analytics and reporting solutions using data acquisition skills (e.g. SQL) modern BI applications (e.g. Power BI) to address stakeholder needs.
- Deliver high-level technical analytical expertise to support strategic initiatives as required by the organisation.
- Collaborate with stakeholders to identify and pursue opportunities to utilise data and analytics for improved decision-making, consistency and operational efficiency.
- Collaborate with stakeholders to define key performance indicators (KPIs), measures and reporting requirements.
- Undertake data analyses as required by stakeholders and translate complex data findings into clear, concise and audience-appropriate insights.
- Provide recommendations and opportunities based on relevant data analysis undertaken.
- Prepare reports and presentations relating to key insights generated for a range of stakeholders.
- Work collaboratively within a team and operate as an effective team member to deliver data and analytics products.

Job Specific Capabilities

1. Demonstrated experience in developing interactive dashboards and reports using modern BI applications (e.g. Power BI, Tableau).
2. Demonstrated ability to analyse stakeholder requirements and deliver tailored solutions through strong analytical and problem-solving skills.
3. Ability to follow established design frameworks and delivery workflows (e.g. version control, documentation, sprint cycles).
4. Advanced skills in programming languages (such as SQL) for the purposes of extracting, transforming, validating and preparing data in the analytics and report development cycle.

Qualifications and Experience

Mandatory

- Recognised tertiary qualification in a relevant discipline (e.g. business, statistics, information technology) from an Australian tertiary institution or a comparable overseas institution or demonstrated equivalent experience.
- Strong SQL skills for data analysis, management and reporting.
- Proficiency in business intelligence tools (e.g. Power BI, Tableau).
- Proven experience translating business needs into technical requirements.

Desirable

- Certification in business intelligence (e.g. Power BI Data Analyst Associate).
- Experience in using Azure DevOps for version control and workload management.

Who we are

For over thirty years, Comcare has been the national authority for work health and safety, and workers' compensation.

- **Our purpose** is to promote and enable safe and healthy work, and to minimise the impact of harm in the workplace.
- **Our mission** as a sector leader is to enhance workplace safety, prevent injury, and foster early intervention. We administer a workers' compensation scheme covering over 860,000 employees across multiple industries.
- **Our stakeholders** are central to our purpose. We partner with employees, employers, and service providers to tailor our services to their specific needs.
- **Our workforce** is flexible, diverse, respectful, and professional. We take an insight-driven, evidence and risk-based approach to our work. Comcare cares about the health, safety and wellbeing of its employees and making impactful change.

By joining Comcare, part of the Australian Public Service (APS), you will enjoy the benefits of being part of a culture which is focused on making a positive impact on the health and safety of Australians.

We demonstrate our dedication to your well-being, through a range of conditions and benefits and will actively support your pathway to career growth. We recognise that flexibility applies to all roles to assist with maintaining a positive work/life balance, however, not all types of flexible working arrangements will be suitable for all roles or circumstances, but include access to part-time work, flex-time, hybrid home/office work arrangements.



We care about making an impact.

Make a meaningful contribution to the health and safety of workers nationwide. Our experienced workforce are pioneers of safe work initiatives, including strategies to address psychosocial hazards.

- *We design and deliver innovative and prevention focused initiatives that promote and enable safe and healthy work.*



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.*
- *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.

- *Flexible work for your life balance including work from home and office arrangements, and flexitime for employees up to and including the APS6 level.*



We care about growing your career.

We champion a culture of development, offering on-the-job training, support for studies, and a year-round calendar of professionally facilitated courses. We foster an environment for you to achieve career goals.

- *Investing in your career development through a range of learning options, from on-the-job training, formal training courses, support for continued professional development, up to \$5,000 per year in study assistance, as well as coaching, mentoring, and opportunities to make a difference through various working groups.*



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.

- *Annual CEO Awards recognising outstanding achievements.*

RecruitAbility Scheme

Comcare is committed to supporting the employment and career development of people with disability. Our participation in the APS RecruitAbility scheme means you will be progressed to further assessment if you declare you have a disability, opt into the scheme and meet the minimum requirements for the position.



How do I opt into the RecruitAbility scheme?

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

Reasonable adjustments

We provide reasonable adjustments such as access, equipment, or other practical support at relevant stages of the recruitment process. Further details about the RecruitAbility scheme please go to [the Australian Public Service Commission, A Guide for applicants](#).

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 special arrangements to be made for assessment, please indicate this in your application and a member of the selection panel will contact you.

Merit Pool

A merit pool of suitable applicants may be created which can be used to fill future similar vacancies should they become available over the next 18 months.