



Position Description (PD)	
Role	Senior Data and Research Analyst (Affirmative Measures)
Group	Reporting
Stream	Aboriginal and Torres Strait Islander Stream
Level	Executive Level 1
Location	Melbourne, Canberra - <i>hybrid work arrangements available via agreement. Remote opportunities may be available for Aboriginal and Torres Strait Islander employees and will be considered on a case-by-case basis.</i>
Role context	About the Team The Productivity Commission's (PC) Aboriginal and Torres Strait Islander Stream undertakes reporting, research and analysis that centres the voices of Aboriginal and Torres Strait Islander people. The Stream has an accountability role under the National Agreement on Closing the Gap, which includes developing and maintaining an information repository (through the publication of a dashboard and annual data report) and independently reviewing governments' progress against the commitments in the Agreement. We also undertake research and provide policy insights and advice on matters of importance to Aboriginal and Torres Strait Islander people. About the Role Working within the Closing the Gap Reporting team, the Senior Data and Research Analyst will play a leading role in the development of the Closing the Gap information repository.
Reports to	Project Manager, Aboriginal and Torres Strait Islander Stream (or equivalent)
Direct reports	One to two
Contact Officer	Amanda Meric, Assistant Commissioner Email: amanda.meric@pc.gov.au
Responsibilities	Under broad direction, the Senior Data and Research Analyst will: • Develop subject matter expertise on the key elements and commitments relevant to the National Agreement on Closing the Gap as well as monitor developments and provide expert advice to Commissioners and other internal colleagues on the interpretation of data as required. • Undertake research and data analysis relevant to the Stream's work program to be used for reporting, research papers, and case studies. • Prepare, manipulate and analyse data, and prepare of written material including agenda papers and briefings, technical specifications, summaries of results and other interpretative and statistical information.

	- Engage with Aboriginal and Torres Strait Islander people, organisations and communities, along with representatives of other government agencies, businesses, research bodies and community organisations. This engagement will be consistent with the APS engagement principles and PC's <u>Statement of Commitment: our transformation journey under the National Agreement on Closing the Gap</u>. - Contribute to the planning and delivery of Aboriginal and Torres Strait Islander Stream projects. - Supervise and mentor staff, including Aboriginal and Torres Strait Islander employees as required, and support staff development, including through promoting cultural capabilities and safety within the team.
Selection Criteria	Professional expertise: - Well-developed conceptual and analytical skills and demonstrated experience applying these to matters of relevance to Aboriginal and Torres Strait Islander people. Experience working in Aboriginal and Torres Strait Islander data and/or policy analysis, such as in Commonwealth or State and Territory agencies (for example, in areas such as health, employment, education, housing, family safety or justice) will be highly valued. - Demonstrated experience working with data, such as in Excel or R. Experience with data visualisation tools (such as Tableau) would also be valued. - Working knowledge of Indigenous Data Sovereignty and Indigenous Data Governance and an understanding of the National Agreement on Closing the Gap. - Knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories, and perspectives. - Demonstrated project management skills, including the ability to manage a number of tasks with a variety of deadlines, strong attention to detail and ability to exercise sound judgment. - Academic qualifications in an area(s) such as public policy, social policy, economics, law, statistics and data analysis, Aboriginal and Torres Strait Islander studies is desirable. Effective Engagement: - Demonstrated ability to build strong, sustainable working relationships within the Commission and with Aboriginal and Torres Strait Islander people, organisations and communities. - Knowledge and understanding of principles for engagement with Aboriginal and Torres Strait Islander people, organisations and communities. - Demonstrated ability to work effectively in teams and well-developed management skills, including the ability to assist project leaders in managing projects, and to supervise the work of others, including Aboriginal and Torres Strait Islander employees. - High-level written and oral communication skills, including proficient report writing and presentation skills – with the ability to explain difficult technical concepts in plain English. Personal Productivity and Growth: - The ability to effectively plan and progress work and deliver on agreed outcomes – managing competing priorities, monitoring work progress, problem solving, identifying and implementing improvements and displaying resilience.

	• A preparedness to seek (and act) on advice and feedback and take opportunities to expand your knowledge and skills. • Leading by example, to contribute to a culturally safe work environment, and one of collaboration, inclusion, innovation, and continuous improvement.
Affirmative Measure Position	Affirmative Measure positions are only open to Aboriginal and/or Torres Strait Islander peoples. To be eligible to apply for a position advertised under Affirmative Measure – Indigenous, you will need to confirm all of the following: • You are of Aboriginal and Torres Strait Islander Australian descent. • You identify as an Aboriginal or Torres Strait Islander Australian or both. • You are accepted as an Aboriginal or Torres Strait Islander Australian. You can confirm your heritage with either a letter from an Indigenous organisation or Community Elder, or an appropriate statutory declaration.