

Position Description

Position Title:	Data Manager
Reports to:	Executive Manager, Information and Technology
Division:	Corporate Services
Location:	Remote or Hybrid
Employment Status:	Permanent
Hours:	Full Time - 36.75 hours/week
Salary Band:	REL 1
Salary:	\$115,905 to \$136,359 per annum
Security Clearance:	National Background Police Check
Citizenship:	Australian citizen only

The environment

The Regional Investment Corporation (RIC) is a federal government-backed specialist finance provider for farmers and farm-related small businesses. Our loan programs encourage growth, investment and resilience in Australia's regional communities.

We were established under the *Regional Investment Corporation Act 2018 (RIC Act)*.

The job

As the Data Manager you will be responsible for implementing RICs data strategy, providing data governance expertise and evolving and maintaining RICs data and reporting infrastructure.

The RIC's ICT environment is comprised of mobile devices running Microsoft 365 (Windows 10, Office 365, and Enterprise Mobility + Security) and accessing Software as a Service (SaaS) corporate applications. The RIC has minimal on-premises infrastructure. The RIC's data holdings are spread across multiple sources both internal and external and utilises Azure resources for the transformation and storage of data. RIC maintains a suite of PowerBi reports and associated data models.

Under the general guidance of the Chief Information Officer, the Data Manager/Analyst will provide input into the RIC's ICT and Data Strategies and provide leadership and implementation support to mature the RIC's data management and governance practices. The Data Manager/Analyst will build and maintain PowerBi reports for RIC stakeholders. The Data Manager will work with external consultants to support and maintain the RIC's data infrastructure.

You will be responsible for:

- Providing input into the RIC's ICT and data strategies and subsequent implementation
- Leading, championing and progressing the data strategy within the RIC
- Building and maintaining PowerBi reports for RIC stakeholders
- Creating and enforcing policies for effective data management including techniques for quality data collection to ensure adequacy, accuracy and legitimacy of data
- Devising and implementing efficient and secure procedures for data handling and analysis with attention to all technical aspects including establishing policies and procedures for data sharing with upper management, external stakeholders etc.
- Supporting and training others in the daily use of data and reporting systems and ensure adherence to legislative and internal standards
- Analysing business information and raw data to develop strategies, reports, models and dashboards as needed for effective data analysis
- Ensuring data sources, supporting systems and reports are protected from security breaches, unauthorised access and data loss
- Managing, maintaining and extending RICs data infrastructure, warehousing and other data sources
- Supporting new systems implementations through data integration and migration
- Procuring and managing external consultants/contractors and managed service providers to assist the Data Manager in support of RICs data management infrastructure and platforms
- Operating under broad direction and exercising independence
- Other duties as required.

Job capabilities

To be successful in this role, the candidate will have:

- Demonstrated ability to provide strategic business intelligence and data management services that support and achieve the business outcomes of the organisation
- A strong customer service focus
- An ability to make recommendations based on rigorous analysis and investigation
- High-level verbal and written communication skills, with the ability to both communicate technical information in a clear and concise manner
- Outstanding analytical and problem solving capabilities
- Strong stakeholder and vendor management skills
- High attention to detail with the ability to analyse the integrity of data sets and correct errors
- An ability to effectively prioritise work in line with the organisation's objectives.

Knowledge and experience

- Experience in IT service management in the context of centralised reporting service offering
- Experience in ICT procurement and vendor management.
- Experience with Microsoft 365 cloud environments (Windows 10, Office 365, MS Teams and SharePoint)
- Experience developing, maintaining and leveraging Microsoft Data and Business Intelligence tools to inform and drive business activities (including Power BI, Azure Databricks, Azure SQL, Azure Storage, Azure Data Factory, MS SQL Server, MS Excel and MS Access).
- Strong coding ability including excellent knowledge of SQL and Python
- The ability to work as part of a collaborative team.

Qualifications

- Relevant tertiary and industry qualifications are essential
- Minimum 5 years' experience in data management, analysis or business intelligence roles.

Eligibility/other requirements

- The successful candidate will be required to undergo pre-employment screening including a National Police History Check and must be an Australian citizen
- Baseline Australian Government Security Vetting Clearance or above, or a willingness to undertake a security vetting process.

I acknowledge that I have read and understood the duties, responsibilities and delegations of the position as outlined in the above position description.

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