



<b>Position Title:</b>	Data Analyst, Project Delivery
<b>Classification:</b>	APS6
<b>Job Reference Numbers:</b>	2301002
<b>Branch/Group:</b>	Project Delivery
<b>Location:</b>	Canberra, Sydney (Canberra preferred)
<b>Reports to:</b>	Assistant Director, Data and Performance Reporting team
<b>Clearance Required:</b>	Baseline / Police Check

## About us:

The Australian Renewable Energy Agency (ARENA) is a corporate Commonwealth entity. ARENA's main objective is to improve the competitiveness of renewable energy technologies and increase the supply of renewable energy in Australia. ARENA was established on 1 July 2012 under the Australian Renewable Energy Agency Act 2011 (the ARENA Act). ARENA supports the Government's Low Emissions Technology Statement in seeking to achieve global emissions reduction through technology innovation and commercialisation to the benefit of Australia.

ARENA complements other funding bodies and provides financial assistance to renewable energy (including enabling and hybrid technologies) for research, development, demonstration and deployment projects that improve the competitiveness of renewable energy technologies and increase the supply of renewable energy in Australia. The provision of knowledge sharing forms an important part of ARENA's functions. ARENA operates under its own Act of Parliament, and the ARENA Board and CEO are responsible to the Minister for Energy.

## About the Group/Section:

The Project Delivery branch maximises the impact of ARENA's portfolio of renewable energy projects through contract and risk management, performance monitoring, stakeholder engagement and knowledge sharing. There are four sections in the Branch, each led by a Director:

- **Project Solutions** supports round design and contract negotiation for new investments. The team is also responsible for managing high risk projects and major project variations and terminations.
- **Contract Management Services** manages the majority of ARENA's existing investments. The team reports about ARENA projects, manages key stakeholder relationships, monitors project performance and delivers digital solutions to support the work of the Branch.
- **Knowledge Sharing** is accountable for ensuring knowledge, insights and lessons learnt from ARENA activities, are widely shared with the Australian renewable energy sector.
- **Data and Performance Reporting** is responsible for developing and delivering ARENA's data management strategy, which will take ARENA to a future state of well-governed, managed and curated data that is ready for analytics, reporting, evaluation and sharing where applicable.

The role sits within the Data and Performance Reporting team that is accountable for delivering the new data management strategy, data analysis and reporting. The team is also responsible for the performance framework and reporting.



## About the Position:

The key roles and responsibilities of the Data Analyst will be:

- Extract and manipulate data from the Grants Management System, Financial Management System and other platforms.
- Create visualisations that present findings in a clear, intuitive manner.
- Undertake analysis to identify trends, patterns and anomalies in data.
- Draft and coordinate input to briefings, presentations, reports and other documentation in order to meet regular reporting and ad hoc data requests.
- Use tools/products to develop reports, charts and dashboards to support reporting requirements.
- Conduct quality assurance checks on data and ensure compliance with business procedures.
- Engage key stakeholders to manage, identify and correct data integrity issues.
- Identify new process improvement opportunities supporting strategic direction.
- Manage and implement system enhancements for ARENA's Grants Management System.

## Key skills and qualifications

- Demonstrated experience as a data analyst.
- Advanced data visualisation skills in excel/Power BI or equivalent.
- Demonstrated experience with Microsoft Power Apps and Power Automation.
- Ability to identify, analyse, and interpret trends of patterns in complex data sets.
- Demonstrated ability to work both independently and collaboratively as part of a small team and across teams.

Desirable Skills:

- Advanced data extraction, cleansing, analysis skills from SQL databases.
- Experience as Business Analyst.