



Position Title:	Assistant Director, Data and Performance Reporting
Classification:	Executive Level 1 Equivalent- Contractor
Job Reference Numbers:	
Branch/Group:	Project Delivery
Location:	Canberra
Reports to:	Director, Data and Performance Reporting
Clearance Required:	Baseline / Police Check

About the Position:

The Assistant Director will report to the Director, Data and Performance Reporting and provide essential data management support to the team and to ARENA more broadly. The position has a key role in enabling business areas and responding to internal and external data requests. There will be opportunities through regular exposure to the Director's role who currently works part-time.

The key roles and responsibilities of the Assistant Director, Data and Performance Reporting will be:

- Supporting delivery of ARENA's data analysis and strategic and operational reporting needs through managing the data helpdesk and a small team of analysts.
- Ensuring ongoing data integrity through data validation activities while ensuring key data is captured and maintained appropriately.
- Leading improvements to existing ARENA processes and enabling business areas to meet their strategic priorities.
- Maintaining positive relationships with internal and external stakeholders.
- Contributing to system upgrades, including impact analysis, user acceptance testing and scheduling where required.

Key skills and qualifications

- Demonstrated data management experience working in Government.
- Demonstrated experience in establishing systems and processes to support the transition to a data driven organisation.
- Demonstrated ability to manage staff and competing priorities.
- Strong analytical and reporting skills including experience with analytical and data visualisation tools.
- The ability to analyse information and data from a range of sources to identify gaps and suggest improvements.
- Demonstrated stakeholder management, influencing and communication skills.

Desirable Skills:

- Familiar with Grants Management Data and CRM Analytics/Tableau.



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, performance monitoring, records management and data analysis and reporting.

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 has received significant additional funding over the past 3 budget cycles and is trusted by the Government to deliver many of its most impactful emissions reduction programs. ARENA supports the Government's emissions reduction goals of 43% reduction in net emissions by 2030 and net zero by 2050, through its focus on technology innovation and commercialisation to the benefit of Australia.

ARENA complements other funding bodies and provides financial assistance to renewable energy, energy efficiency and electrification technologies for research, development, demonstration and deployment projects. 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 Climate Change and Energy, the Hon. Chris Bowen MP.