



## Position Description

# Manager, Data Management and Reporting

Position No: M00518  
Reports to: Director, Data Analytics and Reporting  
Classification Code: AS06  
Type of Appointment: Ongoing, Full-time

Position Description Approval

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Manager, People and Culture

1 October 2024

Date

## Position Description

### Purpose

The Manager, Data Management and Reporting is responsible for managing and leading a team to provide analysis that informs the Commission's regulatory decision-making and advice. The team also contributes to the implementation of the Commission's data-centric strategy and business model, through:

- ▶ enhancing effectiveness by developing and maintaining the Regulatory Intelligence (RI) System, and
- ▶ improving efficiency by leveraging technology to automate reporting and analysis.

### Working relationships

The Manager, Data Management and Reporting:

- ▶ reports to the Director, Data Analytics and Reporting
- ▶ works closely with other staff members of the Commission, and
- ▶ maintains professional working relationships with a range of external stakeholders, including consumer bodies and representatives, industry participants and other stakeholders, as well as South Australian Government agencies which provide services to the Commission.

### Commission's background

The Essential Services Commission is a statutory authority established as an independent economic regulator and advisory body under the *Essential Services Commission Act 2002*. Our purpose, values, people and culture, directed by our Strategy and performance plan, drive us in meeting our objective.

**Objective:** Protect the long-term interests of South Australian consumers with respect to the price, quality and reliability of essential services.

**Purpose:** Add long-term value to the South Australian community by meeting its objective through its independent, ethical and expert regulatory decisions and advice.

**Values:**  
We will be responsive and accountable  
We will challenge and be open to innovation  
We will build inclusive relationships

### Special Conditions

The Commission is committed to providing a work environment which allows for flexibility to facilitate the balancing of work and personal responsibilities. These arrangements reflect the Commission's collective commitment to a professional working environment where our focus is on high-quality outcomes for our individual, team and organisational objectives. At times, this may involve some longer hours being worked in order to meet critical deadlines.

Some interstate or intrastate travel may be required.

## Key Accountabilities

### Management and staff development

- ▶ Lead, motivate, encourage and inspire the development of a strong, effective, efficient, ethical and professional team and a work environment which fosters innovation.
- ▶ Provide a clear focus on the direction of workforce, WHS, office management, administration services, and the continual development of the capabilities and capacities of the individual team members.
- ▶ Provide guidance and professional support for staff, exchange information and facilitate their ongoing professional development.

### Data analytics

- ▶ Assist in the develop, implementation and improvement of data analysis and reporting across the Commission, leveraging available technology to deliver professional, accurate, standardised and accessible data and information to stakeholders.
- ▶ Assist in the establishment, implementation and management of fit for purpose analytics solutions by working with stakeholders and embedding efficient and information security compliant processes.
- ▶ Engage with external stakeholders as needed to ensure the quality and validity of information.
- ▶ Manage the implementation and enhancement of data management and governance processes and procedures.
- ▶ Manage analytical projects and coordinate activities with other groups by prioritising relevant activities and providing subject matter expertise.
- ▶ Undertake data analysis for specific regulatory and advisory projects when required to meet the needs of the project in line with business requirements.

### Regulatory

- ▶ Provide analysis and advice on matters associated with performance monitoring aspects of industries regulated by the Commission
- ▶ Assist with reviews and inquiries as required under legislation for regulated industries, and other industries as required.
- ▶ Provide financial analysis and data management support to other projects as required.

### General

- ▶ Adhering to standards of behaviour consistent with the Commission's values and demonstrating these behaviours.
- ▶ Contributing to an environment which facilitates collaborative and productive teamwork, and learning and professional development.
- ▶ Contributing to the ongoing development of the Commission's corporate objectives and actively participating in the development, implementation and monitoring of the Strategic Plan and Performance Plan.
- ▶ Contribute to the WH&S of the Commission and a strong culture of safety by demonstrating safe working practices and adhering to WH&S legislation, regulation, policies and practices.

- ▶ Contribute to the effective operation of the Commission's Corporate Governance Framework by complying with all corporate policies and procedures which includes keeping accurate and complete corporate records.
- ▶ Adhering to the Commission's zero tolerance approach toward domestic violence and disrespectful behaviours of any kind in the workplace, and the broader community. This includes the expectation that employees conduct themselves in a manner that is non-threatening, courteous and respectful and comply with any instructions, policies, procedures or guidelines regarding acceptable workplace behaviour.
- ▶ Undertake other tasks as directed.

Acknowledged by Occupant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Essential Minimum Requirements:

### Educational/Vocational Qualifications

- ▶ A tertiary qualification in a relevant discipline.

### Personal Abilities/Aptitudes/Skills

- ▶ Demonstrated ability to communicate effectively with senior management, staff at all levels and external stakeholders verbally, and in writing in a clear, concise and effective manner.
- ▶ Demonstrated ability to use initiative and apply lateral thinking, think analytically, creatively and exercise sound judgement to achieve desired outcomes and to establish and maintain effective relationships.
- ▶ Demonstrated ability to lead and manage staff including working collaboratively to share information, expertise and support a positive attitude to new ideas and a changing environment.
- ▶ Demonstrated ability to plan, prioritise and organise work to achieve goals and meet deadlines, including dealing with competing demands and managing multiple and complex projects and tasks.
- ▶ Demonstrated ability to identify organisational requirements and develop implementation strategies for data management and governance.
- ▶ Demonstrated ability to liaise effectively, including consultation and negotiation, with a wide range of stakeholders, to facilitate their cooperation and support.

### Experience

- ▶ Demonstrated experience of project management and delivering high quality research/analytical evidence-based advice in a timely manner to the needs of the audience.
- ▶ Demonstrated experience of data governance, data structures, analytical frameworks and data warehouse principles.
- ▶ Demonstrated experience in the Microsoft Office suite of packages and with data analysis and visualisation tools.
- ▶ Demonstrated experience in undertaking financial/economic/operational analysis and developing modelling tools to assist practical decision making.

### Knowledge

- ▶ Knowledge of contemporary data analysis and reporting technologies and protocols.
- ▶ Knowledge of financial modelling, financial analysis techniques and scenario analysis.
- ▶ An understanding of equal opportunity and WH&S principles and practices.

## Desirable Characteristics

(to distinguish between applicants who have met all essential requirements)

### Experience

- ▶ Experience within the utilities industry.
- ▶ Experience in the conduct of microeconomic analysis and advice.

### Knowledge

- ▶ A working knowledge of regulatory economics and its applicability in the Australian energy market, as well as knowledge of regulatory matters together with an understanding of the principles of incentive-based regulation.
- ▶ An understanding of one or more of the regulatory regimes administered by the Commission.