



Trinity Grammar School

MIND

BODY

SPIRIT

NON-ACADEMIC POSITION DATA ANALYST

General Information

Trinity Grammar School is the largest Anglican Boys' day and boarding School in NSW with an enviable reputation and tradition for serving the educational needs of boys and young men over a number of generations. The School has campuses located in Strathfield (Preparatory School), Summer Hill (Senior, Middle and Junior School) and Field Studies Centre at Woollamia. Since its founding in 1913, Trinity has forged a reputation for outstanding academic results, a caring pastoral programme and an emphasis on both traditional and community sports. Trinity has an enrolment of more than 2100 boys.

The School is a member of the Combined Associated Schools of New South Wales and joins in the CAS Sports competition, while at the Primary level the School is a member of the Junior Schools Heads' Association of Australia and participates in the JSHAA Sports and Cultural activities.

All members of staff are appointed by the Head Master and they are responsible to him for the overall performance of their duties. The Head Master delegates his authority to senior staff members for the effective management of the School.

Mission Statement

The mission of Trinity Grammar School is to provide a thoroughly Christian education for its boys, imparting knowledge and understanding of the world we live in, and recognising the importance of spiritual qualities in every sphere of learning and living. The School actively encourages its students to grow in wisdom and stature and in favour with God and man.

Role Description

Title:	Data Analyst
Department:	ICT Team
Location:	Trinity Grammar School - Sydney
Reporting to:	Director of ICT
Supervised by:	Applications Manager
Supervises:	Nil
Description:	This is primarily a system database administration and escalated technical support aimed at assisting staff to make the best possible use of data.
Liaison with:	Internal: Teaching and non-teaching staff, Students External: Third Party Providers, professional organisations, parents
FTE:	1.0

1. Core Responsibilities

1. The ICT Data Analyst will be a member of the ICT Services team that is responsible for the day to day ICT needs of the School. The role will provide expertise in data analysis and reporting using tools such as MS Query, Crystal and SSRS. Solid experience working with database applications and using SQL is a requirement.
2. The ICT Team works from an online Help Desk and the Data Analyst will also be required to address ad-hoc system and data related requests that are logged via this system.
3. A background in a client facing role and undertaking Business Analysis and/or Systems Analysis would be extremely beneficial.
4. The person will require high level data skills and software knowledge, be an expert problem solver, be able to provide advice regarding data maintenance and data related activities, accompanied by excellent communication and customer service skills.
5. An ability to highlight process improvement opportunities would be highly regarded. As would a knowledge of database administration.
6. The successful applicant will be an exceptional communicator with high-level interpersonal skills. An ability to work autonomously and a demonstrated capacity to engage with a wide range of stakeholders will be highly regarded.
7. The position calls for a proactive and approachable person who is able to encourage, develop and nurture the growth of colleagues. He or she must exercise his or her duties and all aspects of their role from within a Christian framework, promoting positive Christian values.

2. Analyst Skills.

In order to perform this role successfully, the individual must be able to perform each duty successfully:

1. Prepare new, and modification of existing MS Queries to meet stakeholder data needs.
2. Prepare new, and modification of existing Crystal or SSRS reports to meet stakeholder data needs.
3. Work collaboratively with all levels of management and all business units within the School including IT, Studies, HR, Student Services, Finance, Community Relations, and others.
4. Coordinating new projects, taking them through the full development life cycle of requirements gathering, analysis, building, testing, user testing, implementation and review.
5. Provide data services training opportunities with a particular focus on working closely with staff to provide effective, timely and considered professional development and support.
6. Ensure documentation of supported systems and processes are up to date.
7. Assist in providing training, support and guidance to end users.
8. Extract data and prepare custom reports as required e.g. Department of Education census, financial reports.
9. Coordinate, design or develop data collection mechanisms and appropriate data presentation strategies.
10. Provide skilled problem analysis and resolution of data related issues.
11. Provide support, advice and assistance related to proposed IT and/or communication initiatives where data services and/or data views are required.
12. Document clearly and effectively all appropriate information for business continuity and knowledge management.
13. Manage and oversee Microsoft SQL applications and associated services.
14. Assist in the development of web based applications by providing analysis of database schemas, prototypes and data accuracy.

3. DBA Skills.

In order to perform this role successfully, the individual must be able to perform each duty successfully:

1. Oversee and coordinate database related activities.
2. Ensure the smooth operation of key database functions and integrations.
3. Assist in the strategic planning of database structures, applications, policies and architecture.
4. Investigate, research and recommend new opportunities with database solutions as they become available.
5. Develop a variety of database support structures and processes, including data structure standards, tech standards, monitoring utilities, optimisation methods for the purpose of ensuring stability and performance.
6. Manage and oversee the data storage requirements.
7. Support project delivery of new database initiatives involving the centralised school database system as well as specialist database solutions.
8. Prepare appropriate documentation of developed processes training guides for staff.

4. Project Focus.

In order to perform this role successfully, the individual must be able to perform each duty successfully:

1. Assist in the delivery of all database projects to position the School in the appropriate technological position, to deliver the most effective teaching and learning outcomes.
2. Conduct all Project Management and Delivery activities in line with the School's Project Management Office.

5. Qualifications And Skills Required.

The suitable candidate will be an ICT professional with experience in data analysis, report developer or similar and experience in using school database systems or CRM applications would be especially considered favourably. An appropriate Tertiary degree or recent certification in specific database related applications would be an advantage but not essential.

Qualifications

Essential:

- Nil

Desirable:

- Tertiary qualifications in Information Technology or equivalent.

Experience/Skills

Essential:

- At least 2 years' experience working with and supporting SQL databases and strong skills developing SQL query statements.
- Sound knowledge and experience in database design and development.
- Ability to develop reports using applications such as SSRS, Crystal or another similar reporting tool.
- Ability to generate data manipulation/transformation using SQL Server Integration Services.
- Skills to coordinate new data related projects - full development life cycle of requirements gathering, analysis, building, testing, user testing, implementation and review.
- Experience in database and web based application administration.
- Experience with ticket driven helpdesk systems.

Desirable:

- Experience in an Educational environment.
- Knowledge of, and experience with, school administration systems or similar database systems.
- Experience and/or training in an ICT Service Delivery Framework e.g. ITIL v3.0
- A strong understanding of technology trends.

Personal Attributes

Essential:

- Strong analytical and problem solving skills.
- Effective communication skills, as this position will liaise with numerous stakeholders.
- Excellent Oral and Written communication.
- Proven experience handling confidential matters.
- A 'can do' attitude and be a 'hands-on' proactive team player.
- Ability to perform all tasks with attention to detail.
- Ability to prioritise work schedules by being self-directed and motivated.
- Aptitude to learn new software packages, applications and services.
- Exemplary interpersonal skills.
- Excellent written and verbal communication skills in English.

6. ICT DEPARTMENT MISSION STATEMENT.

To assist the School in achieving its mission, through providing high quality technological infrastructure and supporting its application to education and administration. In supporting the School, the Department will assist all clients, including staff and students. A principal focus of the Department is supporting administration and curriculum delivery.

7. OTHER RELEVANT INFORMATION.

This role involves occasional after hours and evening duties (both remotely and onsite) for events such as parent evenings, staff professional development, systems upgrades and maintenance. This is a non-teaching; professional ICT role requires attendance during school holidays (except for approved annual leave).

- > **All applications must be made on our standard application form** (please see instructions below).
- > Applications not made on our standard form will not be considered.
- > Applications will close when a suitable applicant is found.
- > No agencies please.

Click here to download an
application form

APPLICATION FORM



1.

SAVING AND COMPLETING THE APPLICATION FORM

- Download this application form and save it to your computer using the following naming convention: position_your name.pdf
- Close the website
- Navigate to where you saved the form and open it
- Complete the form onscreen
- Save the completed form

2.

LODGING THE APPLICATION

- Lodge your application by email only to the Head Master's Secretary:

Mrs Deborah Xuereb
dx@trinity.nsw.edu.au

Attach the following items to your email:

- Completed Application Form
- A recent photograph of yourself
- Your Resumé
- A copy of your academic transcripts
- Any further information you would like considered