Australia Jobs Expertini®

APS6 Information Officers

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Company: McArthur

Location: Australia

Category: computer-and-mathematical

Role until June 3

Opportunity to work with a Federal Government client

Immediate start available

McArthur are currently seeking applications for the position of APS6 Information Officer, to work with our government client. The roles will be available until June 3.

As part of this role, your duties and responsibilities will include the following:

Engaging with and coordinating key stakeholders to develop and deliver key data products and services, to meet the needs of the diverse functions across the department.

Managing projects and deliverables through to completion within deadlines, while setting priorities, maintaining team cohesion, and ensuring quality of outputs for the work area.

Driving initiatives to progressively improve data / intelligence products and processes, and identify / develop new products.

Providing accurate and specialised advice including anticipating problems and contributing to issues management.

Contributing to publications, analytical reports, data collection and support the projects undertaken by the business area.

Develop and analyse performance data to facilitate and drive discussions around regulatory performance and engagement.

Coordinating data requests and contribute to the development of team objectives for short term tasks and strategic planning for longer-term initiatives.

To be successful in this role, you must meet the following criteria:

High level interpersonal skills and experience in engaging stakeholders in relation to difficult and/or sensitive issues.

Demonstrated experience managing / delivering projects or competing deliverables, including project planning.

Advanced Excel skills and experience, including pivot tables and incorporate data from multiple sources.

Familiarity with Power BI, Qlik or similar report visualisation tools.

Excellent research, conceptual thinking, analytical and problem-solving skills, including the ability to understand and clearly communicate complex analytical findings.

Excellent organisational skills and the capability to self-manage multiple competing priorities while working to tight deadlines.

Excellent written and oral communication skills, proof reading and editing with attention to detail and quality work.

Ability to acquire and apply expertise and technical knowledge across a range of programs or activities for the organisation.

Baseline security clearance, or ability to acquire.

If you feel that you meet the criteria above, please apply using the link provided.

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