

Data and Reporting Analyst

Classification Level: APS Level 5/6	Salary: \$92,171 – \$114,711
Employment Type: Ongoing – Full Time or Part-time (minimum 4 days per week)	Location: Canberra, ACT
Position Number: 20020012	Security Level: Baseline
Closing Date: 16 July 2026 11:59pm	Contact: Kane Deering – 0466 512 142

About us

The Organ and Tissue Authority (the OTA) is a dynamic, small Commonwealth agency that leads Australia's DonateLife program to increase organ and tissue donation so more Australian's have access to a lifesaving transplant. We work in close collaboration with the DonateLife network, states and territories, hospitals, health clinicians and the community to deliver the DonateLife program. The OTA is a statutory authority established by the *Australian Organ and Tissue Donation and Transplantation Authority Act 2008*.

We are committed to our purpose and positive workplace culture as demonstrated through our strong [APS Census](#) results over the past 4 years.

Position overview

The Analytics and Technology team delivers a range of data collection, reporting, analysis and analytics functions. The team is also responsible for the development, enhancement, management and security of key national organ donation and transplantation clinical and information systems to support real-time donation activity and to inform policy development and program delivery. The team provides analytical support to internal and external stakeholders across all jurisdictions.

This role is responsible for the management of information systems, developing data products for a variety of stakeholders, as well as best practice guidelines and technical documentation. This role is also responsible for providing expert advice and interpretation of data products, streamlining workflows, and contributing to the work program and culture of the team and organisation.

Specific duties

In this role you will:

- Monitor system performance, troubleshoot technical issues and coordinate timely resolutions with internal stakeholders and external vendor
- Develop and support relationships with a broad range of stakeholders to understand business requirements and translate them into technical solutions.
- Undertake data analysis to develop data products in a variety of formats (e.g. reports, dashboards, briefings, presentations).

- Contribute to the development of best practice guidelines and technical documentation for enterprise data assets, including relevant business terminology and business rules.
- Provide technical advice to stakeholders in a clear and compelling manner.
- Contribute to the establishment and implementation of new services and systems within the agency.
- Contribute to the identification and implementation of systems improvement initiatives.
- Liaise with key stakeholders, including external service providers and DonateLife Network employees to ensure that information provision and dissemination are fit for purpose.

Capabilities

To be successful in the role you will be able to demonstrate capability in line with the APS [Integrated Leadership System](#) and [Work Level Standards](#) (WLS) at the APS5/6 Level. The WLS detail 5 characteristics that contain general statements about the broad job requirements, and operating context for each classification level. The OTA seeks candidates who possess the following job specific skills and attributes aligned to the corresponding WLS.

Relevant skills and experience

- At least 2 years' experience in an analytics role or other data related role.
- Demonstrated experience administering information systems and supporting users.
- Demonstrated experience creating data products with analytics languages and tools (e.g. SQL, R, Stata) and/or building dashboards to convey insights to stakeholders (e.g. Tableau, PowerBI).
- Demonstrated experience developing and maintaining technical documentation, user guides and standard operating procedures.

Communicates with influence

- Well-developed oral and written communication skills, including experience communicating with non-technical audiences.

Displays drive and integrity

- Demonstrate behaviours consistent with the values of the organisation and the Australian Public Service.
- Demonstrated commitment to the health, safety, and wellbeing of all employees.

Supports strategic thinking

- The ability to exercise sound judgement and initiative in the interpretation of strategies and policies, and to understand intersections and/or dependencies between programs of work.

Achieves results

- Strong organisational skills with the ability to plan and manage workload to meet deadlines, resolve issues as they arise, and seek guidance when required.

Supports productive working relationships

- Possess excellent stakeholder engagement skills, including the ability to work with internal and external stakeholders at all levels.

Integrity

All APS employees are required to comply with the APS [Code of Conduct](#), including to at all times behave in a way that upholds the [APS Values](#) and Employment Principles, and the integrity and good reputation of their agency and the APS. All OTA employees are also required to adhere to the OTA Values of commitment, collaboration, excellence, integrity and innovation.

Eligibility

To be eligible for this position you must be an Australian Citizen at the closing date of application.

The successful applicant must be able to obtain and maintain a Baseline level security clearance or hold a current security clearance of an appropriate level.

Commencement of employment is subject to the successful applicant undergoing and satisfying a police history check.

We value diversity in gender, backgrounds, culture and experience of our people and we are committed to providing an inclusive workplace culture that ensures everyone has equal opportunity to contribute, participate and progress. We encourage applications from Aboriginal and/or Torres Strait Islander peoples, people from culturally diverse backgrounds and people with disability. We aim to ensure that all applicants are treated fairly and that they have equal access to job opportunities.

RecruitAbility applies to this vacancy. Under the RecruitAbility scheme you will be invited to progress your application for further assessment if you choose to apply under the scheme. You must advise you would like to 'opt in' to participate in the scheme at the time of submitting your application.

Details about the RecruitAbility scheme can be found at the Australian Public Service Commission website – <https://www.apsc.gov.au/recruitability>.

To apply

Applicants are required to submit the following to recruitment@donatelife.gov.au:

- A completed application cover sheet (located at <https://www.donatelife.gov.au/work-us>)
- A current copy of your CV
- One page pitch outlining your skills, knowledge and experience against the *Capabilities* component of this advertisement.

Please visit the [Work for Us](#) page of our website for more information about the OTA, our recruitment processes, the application cover sheet template and information on how to apply. Alternately, you can call the Contact Officer or send us an [email](#).