



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Ministry of Finance and Treasury

DIVISION/SECTION: Inland Revenue Division - Design and Monitoring Section

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 273-10205 **MINISTRY VACANCY REF:**

POSITION TITLE: Senior Data Analyst (Systems and Administration)

POSITION LEVEL: L8/9 **ANNUAL SALARY RANGE:** \$56,046.65 - \$69,291.91

THIS POSITION REPORTS TO: Team Leader Systems and Administration

THIS POSITION SUPERVISES: Nil

SECTION B - SCOPE OF DUTIES

The Ministry of Finance & Treasury is mandated to provide strategic advice, leadership and reporting on the economic reforms, monetary, budget and fiscal policy to the Solomon Islands Government. Across the public service, the ministry is responsible for the financial reporting, preparing and managing the annual recurrent budget.

The Solomon Islands Inland Revenue Division supports the Ministry in fulfilling its mandated responsibility by maximising the annual revenue collection to ensure the ministry's objectives are met and most so to improve the lives of all Solomon Islanders.

The position of Senior Data Analyst (Systems and Administration) is to assist the Team Leader Systems and Administration with the leadership, coordination and management of System and administration functions including the development and implementation of IRD's ICT plan and Governance and Performance Reporting. The key duty is to collect data, ensure data quality, perform data analysis and develop reports to communicate key insights and findings for IRD leaders and other key stakeholders. The role requires the evaluation of information, monitoring and analysing trends in data and information, interpreting and reporting on existing and emerging issues to understand impacts on revenue, to support IRD planning and risk management strategies.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Assist the Team Leader System and Administration (S&A) in leading the team to deliver the S&A team workplan and monitoring staff performance and attendance.
2. Contribute to the development of the annual team workplan for the S&A team and IRD's ICT Plan.
3. Ensure accuracy, integrity, and reliability of IRD's data assets including developing and implementing data governance, management and reporting capabilities.
4. Coach and develop S&A officers in data governance policies, procedures, and standards to maintain data quality and consistency.
5. Manage data acquisition, validation, cleansing and transformation to support IRD's priorities.
6. Design and generate regular and ad-hoc reports to support business operations and strategic decision making and the development of IRD's Annual Business Plan and section plans.
7. Engage and collaborate with key stakeholders across IRD to understand data requirements and priorities.
8. Demonstrate exemplary leadership for all IRD staff by consistently displaying integrity through leading by example in attendance, dress code, behaviour at work, and fostering a positive, engaging attitude while setting and upholding high expectations of integrity and professionalism.
9. Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

SECTION D - KEY DELIVERABLES

The occupant of this position will have their performance assessed according to following key deliverables:

1. Supporting the team leader in leading the effective delivery and achievement of the Systems and Administration team workplan.
2. A collaborative team culture that fosters a unified sense of purpose, where every team member feels empowered to take ownership of their responsibilities and contribute actively to the team's collective success.
3. Coaching and development for S&A officers provided to strengthen capabilities in data governance, data management and analysis.
4. Accurate and reliable IRD data assets supported by quality data governance, management and reporting capabilities.
5. Well managed data acquisition, validation, cleansing processes and data analysis is supporting IRD's priorities.
6. Regular and ad-hoc reports developed to support business operations and strategic decision making and the development of IRD's Annual Business Plan and section plans.
7. Provision of reports on emerging trends and risks in the environment.

8. Feedback process across relevant areas and external sources operating effectively.
9. Maintenance of high levels of professionalism and integrity in the workplace.
10. 100% attendance (unless on authorised leave) and compliance with Code of Conduct.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications:

Bachelor's degree or diploma in business, computer science or data analytics and a minimum of 3 years relevant work experience.

Capabilities Required:

1. Leadership and management skills and experience.
2. Understanding of and skills in data governance, data quality management and data analytics.
3. Ability to coach and develop team members in data management and analytics methods.
4. Ability to foster teamwork and build collaborative relationships.
5. Relationship management skills.
6. Communication – verbal and written skills.
7. Problem solving skills.
8. Attention to detail.
9. Analytical skills.

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

- KSC1.** Leadership skills including teamwork, coaching, and developing staff and managing workload to ensure delivery of quality data analyst tasks and data governance.
- KSC2.** Knowledge of and skills in data governance, data quality management and data analytics processes and practices.
- KSC3.** Proficient in use of IRD's technology including data analytics and visualisation tools.
- KSC4.** Well-developed skills in communication (verbal and written) and relationship management.
- KSC5.** Well-developed problem-solving skills.
- KSC6.** High level of professionalism, integrity, and ethical behavior.
- KSC7.** Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.
- KSC8.** Demonstrate a commitment to gender equity in the workplace.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$2,155.64 - \$2,380.26 **Annual Salary:** \$56,046.65 - \$69,291.91

Annual Leave entitlement: 28 days

Other Conditions of Service relevant to this position:

- 10% Housing allowance
- 7.5% Superannuation
- 22.5% Special duty allowance paid fortnightly.
- Annual leave fares and travel expenses

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

.....
Permanent Secretary/Responsible Officer

12/8
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Date Approved

Additional Comments: **Approve**

