



■ Detailed Job Description

Job title:	Analyst Support Officer / Data Wrangler
Reporting to:	Managing Director
Salary Range:	\$44,000 to \$52,000 per annum pro rata plus 9% superannuation (depending on skill and experience level)
Hours:	37.5 hours per week full time (applicants with only part time availability will also be considered).
Main Work Location:	Williamstown North, VIC 3016
About us:	See http://www.symbolix.com.au

Purpose of the position

This person will contribute to our small, friendly and enthusiastic team through their passion for quality in data.

Most days, they will support our analysts by cleaning, auditing and reporting on data in a range of formats, including excel and text files, databases, GIS and documents. Some of this work will require scripts/programs to automate data preparation. They will be required to prepare data for analysis, undertake simple analysis and operate off-the-shelf and custom analysis software (including simple debugging of custom applications).

They will actively participate in team and client discussions. We are a growing business, and there may be opportunity to progress into more senior numerical analyst roles in the future.

Responsibilities & duties

- Clean, manipulate and recode raw data into format required for analysis or bulk entry into an SQL database.
 - Write codes and scripts (e.g. in VBA) as required for this task.
- Operate data mining and analysis software (Excel, Access, GIS, mySQL and custom software), including simple debugging. Interpret and report on the results.
- Audit and perform quality assurance checks on data and software output.
- Maintain databases and other data sources for Symbolix and external clients, including data updates
- Produce data packs, reports and data visualisations.
- Contribute actively to discussions about data processing and analysis.



- Assist in the generation, de-bugging and application of routines to a variety of data sources.
- Maintain expertise in data wrangling tools and languages to ensure that data provision is accurate and repeatable
- Carry out other technical and research assistance tasks as required.

Required Skills and Qualifications

Technical:

- Tertiary qualification in Statistics, Applied Mathematics, Computer Sciences or Engineering.
- Demonstrated expertise in high-level data manipulation using Microsoft Excel and Access.
- Demonstrated expertise in at least one data manipulation/scripting language (VBA, perl, AWK etc.).
- Demonstrated experience in SQL and ability to load and extract data from relational databases.
- Demonstrated ability to operate and learn a range of software tools.
- Demonstrated understanding of good data management and master data principles.

Team and Personal:

- Demonstrated ability to manage multiple projects and requests from multiple project managers.
- Has a meticulous attention to detail.
- Demonstrated strong, precise technical communication skills (written and verbal).
- Demonstrated ability to manage own time and deliver work in a timely manner.

Desirable:

Any of the following would also be beneficial:

- Understanding of, or experience in, statistical analysis.
- Recent experience in at least one object oriented, procedural language (e.g. C++, Python, FORTRAN95, Visual Basic, etc).
- Experience with statistical and analysis software (e.g. R, S, SPSS, SAS).
- Experience with GIS software and spatial data processing and analysis.
- Experience working across multiple platforms (Windows, Apple, Linux).