

## 2.3 Data Analyst – Data Analytics and Planning Appeals

The successful candidate will be responsible for compiling, organising and analysing data/information related to the operations of the Single Window to monitor and evaluate the efficacy of the system. The candidate is also expected to provide support to be Planning Oversight Committee and the Planning Appeals Tribunal.

### **Key Responsibilities**

- Gather critical information from meetings with various stakeholders and produce reports for Ministers and other senior staff across the government;
- Communicate insights and plans to cross-functional team members within and beyond CHPA and provide ongoing reports to management;
- Work closely with stakeholders (Ministries and agencies), technical and managerial staff;
- Provide, in collaboration with IT staff, leadership, training, coaching, and guidance to staff;
- Manage projects, develop project plans and monitor performance;
- Prepare procedures for the acceptance and timely processing of planning appeals;
- Serve as a liaison between the CPHA and key stakeholders and users.
- Performing analysis to assess the quality and meaning of data
- Preparing reports for the management stating trends, patterns, and predictions using relevant data
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### **Skills and Qualifications**

- Bachelor's degree Information Management or Business Administration or related disciplines;
- 3+ years of proven experience in analytics and business processes;
- Proven analytical abilities;
- Excellent communicator with the ability to translate data into actionable insights;
- Extensive experience with data visualization;
- Highly proficient technical writing capabilities.