

CS74 Data and Process Improvement Analyst

1. Job role

TCF sub-sector	Cross sector
Job role	CS74 Data and Process Improvement Analyst
Job role description	Analyses production, quality and supply chain data to identify inefficiencies, support decision-making and drive continuous improvement across TCF manufacturing operations. In Australia's TCF manufacturing industry, the Data and Process Improvement Analyst plays a key role in enhancing productivity, quality and operational performance. The role involves collecting and analysing data from manufacturing systems, identifying trends, and working with cross-functional teams to implement process improvements. The analyst supports digital transformation initiatives by integrating data from ERP, MES and production systems, enabling data-driven decision-making in increasingly automated and technology-enabled manufacturing environments.
Performance expectations	- Analysing operational data to identify improvement opportunities - Supporting process optimisation and efficiency gains - Delivering accurate and timely data insights - Monitoring key performance indicators (KPIs) - Supporting continuous improvement initiatives - Ensuring data integrity and consistency - Communicating insights effectively to stakeholders - Supporting digital system integration and utilisation
Specialisation	Production analytics, process optimisation, ERP/MES systems, data visualisation, lean manufacturing analytics
Application in other TCF sectors	- Manufacturing and process industries - Supply chain and logistics analytics - Retail and distribution operations - Automotive and industrial manufacturing - Any data-driven operational environment

2. Key tasks and critical work functions

Key tasks	- Collecting and analysing production and operational data - Developing reports and dashboards - Monitoring KPIs and performance metrics - Identifying inefficiencies and improvement opportunities - Supporting process mapping and workflow analysis - Collaborating with production, quality and management teams
-----------	---

	- Supporting implementation of improvement initiatives - Maintaining data systems and documentation
Critical work functions	- Enabling data-driven decision-making - Identifying and prioritising process improvements - Supporting operational efficiency and productivity - Ensuring accuracy and reliability of data - Facilitating cross-functional collaboration - Supporting continuous improvement culture - Integrating data insights into operational processes

3. Technical skills

Data analysis	Analysing operational and production data
Reporting and dashboards	Developing reports and visualisations
ERP/MES systems	Working with enterprise and manufacturing systems
Process mapping	Documenting and analysing workflows
Statistical analysis	Applying basic statistical methods
Continuous improvement tools	Using lean, Six Sigma or similar methodologies
Data management	Maintaining data quality and integrity
Software tools	Using Excel, BI tools and analytics platforms

4. Generic Skills

Analytical thinking	Interpreting complex data and trends
Problem solving	Identifying and resolving process inefficiencies
Communication	Presenting insights clearly to stakeholders
Attention to detail	Ensuring data accuracy and reliability
Collaboration	Working across departments
Time management	Managing multiple analysis tasks
Adaptability	Responding to changing business needs

5. Emerging skills

Emerging skills	- Advanced analytics and machine learning - Real-time data monitoring systems - Integration with IoT and smart manufacturing technologies - Digital twin and simulation tools - Advanced data visualisation platforms - Sustainability and ESG analytics
-----------------	---

6. VET Qualifications and Skill Sets

Entry-level preparation	MSSSS00021 Operational Data Analytics
-------------------------	---------------------------------------

Advanced development	22670VIC Diploma of Data Analytics or equivalent or bachelor's degree in data analytics, business analytics, engineering or related fields
----------------------	--

7. Job progression

Possible job progression	Production or Admin Role → Data Analyst → Data and Process Improvement Analyst → Senior Analyst → Continuous Improvement Manager
--------------------------	--

8. Classification

Australian Qualifications Framework	Level 4-5
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 2-3
Open Source Classification of Occupations for Australia (OSCA)	Data Analyst / Continuous Improvement Analyst - Manufacturing



Skills Insight is a Jobs and Skills Council funded by the Australian Government Department of Employment and Workplace Relations.