



Standing at the apex of an effective and efficient court system, the Supreme Court's vision is to be a "Leading, Trusted Judiciary. Ready for Tomorrow". Our mission is to provide accessible justice that commands trust, respect and confidence. These are our success outcomes:

- A thought leader in jurisprudence and court excellence;
- Effective access to fair hearing;
- High performing, service-oriented and passionate workforce; and
- Innovative and future-ready organisation

A career at the Supreme Court will enable you to contribute and enhance the administration of justice. You will be part of a committed team of professionals who seek to provide access to justice with fairness, impartiality, integrity and responsiveness.

We welcome you to join our team as:

ASSISTANT DIRECTOR, DATA ANALYTICS (2-YEAR CONTRACT)

You will be a member of the Legal Directorate team which is responsible for the management and disposal of cases, including processing, storing, retrieving of court documents and fixing hearings for matters which commenced in the Supreme Court.

You will be expected to:

- help to chart and drive the data analytics strategy in the Legal Directorate;
- assist in the design, development and implementation of a robust data analytics solution with dashboards, analytics and reports for strategic decision making;
- review standard operating procedures, formulate and implement data analytics end-to-end workflow;
- identify and assess data needs and sources, and enhance work processes;
- properly collect data, perform data cleaning, prepare and process large data sets and apply visualisation to raw and processed data to enable meaningful analysis of caseload and judicial statistics;
- build models for, and perform analysis including classification and forecasting trends;
- create dashboards to aid communication of statistics;
- review and refine data requirements, translate data insights to support and assist in the tracking and measurement of key performance indicators and other data requests; and
- participate in other strategic projects which have significant impact on the operations of the Legal Directorate, where required.

Requirements:

- Preferably have a background or training in Data Science/Analytics, Statistics, Information Technology/System, Computer Science or related discipline.
- Minimally 3 years of relevant working experience.
- Experience and proficiency in the use and application of Data Analysis software such as Tableau and Power BI in a business context. Training and relevant experience in R and Python will be an advantage.



- Strong understanding of data analytics concepts and experienced in the use of statistical analytics and graphical tools to reveal patterns and meanings in a business context.
- Possess good analytical and presentation skills.
- Organised and meticulous.
- Pro-active and able to work independently.
- Team player with strong organisation and people management skills.
- Able to explain technical subjects in an understandable manner for a non-technical audience.

Interested applicants can apply through the Singapore Public Service Job Portal at www.careers.gov.sg. Alternatively, please complete and submit the Public Service application form which is available at www.supremecourt.gov.sg together with your relevant certificates by **19 January 2021** to:

Supreme Court
HR Department
Corporate Services Directorate,
1 Supreme Court Lane, Singapore 178879

Only short-listed candidates will be notified. Thank you for your interest in this position and in the Supreme Court.