



Job description

Department of Finance Government Procurement

Position number 00030849

Reporting Developer

Position details

Classification/level	Level 4
Award/agreement	PSA
Organisation unit	Data Analytics and Reporting
Physical location	Perth Metropolitan Area
This role supervises (FTE)	Nil

Reporting relationships

Supervisor	
Position number	00030848
Position title	Senior Reporting Analyst
Classification/level	Level 6

Keyword description

Assists in the design and development of insightful reports and dashboards for government procurement stakeholders.

Assists in providing advice on reporting strategies and directions to support procurement decisions across government.

Organisational context

The Department of Finance's vision is driving practical, cost-effective and quality outcomes across government to benefit Western Australians.

Our values reflect our vision, who we are and how we go about our business. We want our people to be inspiring and influential, passionate and committed, honest and respectful, and bold and innovative.

The Department of Finance encompasses a variety of businesses:

- Office of the Director General
- Strategic Projects
- Building Management and Works
- Government Procurement (GP)
- Office of State Revenue
- Strategy and Coordination
- Corporate Services

This role is positioned within **GP**. GP is responsible for procurement at a whole-of-government level, they provide strategic procurement advice and support to the public sector of Western Australia. GP is committed to leading the development of and management of whole-of-government common use arrangements, managing the contract development process for agency specific contracts and providing policy and practice advice, implementing contracting reforms associated with the Delivering Community Services in Partnership Policy, and underpin goods and services procurement activity across the sector.

Further information on Finance business units is available by visiting www.finance.wa.gov.au.

Work description

Knowledge Translation

- Documents knowledge acquired and learnings using standard processes and templates.
- Assists in the preparation of training materials related to business performance reporting.

Report and Dashboard Development

- Develops reports and dashboards to provide insight to stakeholders on benchmarks, trends, evaluation frameworks and performance measures of cost, time, and service delivery standards in procurement.
- Actions test plans relating to the purpose and functionality of reports and dashboards.
- Identifies the most suitable reporting format to display reporting output.
- Collaborates with the Data Analytics Team to ensure stakeholder reporting needs are met.
- Ensures a quality customer service is provided at all times.

Other

- Performs other duties as required.
- Contributes to Directorate strategies, policies and processes.

This position applies equal opportunity, occupational safety and health and ethical principles and practices in all aspects of this role whilst assisting in providing a fair, safe, enjoyable and innovative workplace.

Work related requirements

Essential:

- Good interpersonal and communication skills with the ability to work independently or as part of a team.
- Well developed planning and organisational skills.
- Good conceptual, analytical and design skills.
- Experience in extracting systems data using SQL and creating Data Models using data integration tools.
- Proven skills and knowledge reporting using analytical and interactive BI reporting tools to provide management and ad hoc reports.

Desirable:

- Experience in a Microsoft data warehouse environment.
- Tertiary qualifications in a relevant field (eg information technology, data analytics).
- Some knowledge of procurement policies, issues and strategic directions.

Pre-employment requirements

Australian Permanent Residency status is a minimum requirement for permanent appointment to the WA Public Sector. However, for appointment on a fixed term contract or casual basis, applicants only require a valid Work Visa for the duration of the entire advertised term.

Appointment is subject to:

100 point identification check; and
Criminal Records Screening clearance

Special equipment/requirements

NIL

Certification

Verified by: *-Niesha Mucaj-*