



## Job Description Form

# Data Analyst

### Position Details

<b>Position Number:</b>	04002098
<b>Classification:</b>	Level 5
<b>Award / Agreement:</b>	PSA 1992 / PSCAA 2019
<b>Organisational Unit:</b>	Service Delivery / Service Delivery Support / Business Performance
<b>Location:</b>	East Perth
<b>Classification Evaluation Date:</b>	
<b>JDF Review Date:</b>	February 2019

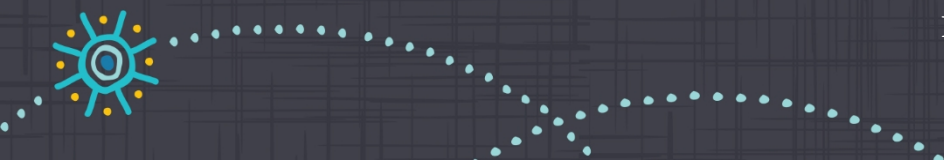
### Reporting Relationships

**This position reports to:**

04001051, Business Analyst, Level 6

**Positions Under Direct Supervision:**

This position has no subordinates.



## About the Department

The Department of Communities' mandate is fundamentally about providing pathways to individual, family and community wellbeing. The Department's direction centres on building safe, strong, secure and inclusive communities that empower individuals and families across Western Australia to lead fulfilling lives.

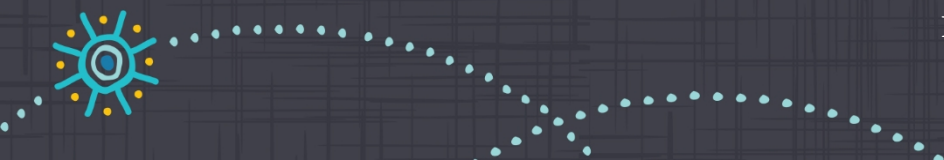
The Department's functions and services include disability services; child protection and family support; social and affordable housing; community initiatives and remote regional services reform.

The Department provides the opportunity to implement client centred services within a single outcome based framework across community services in Western Australia. This framework also provides for a specific focus on delivering integrated, place based services, recognising that community and individual needs vary significantly between metropolitan and regional communities.

The Department promotes diversity and embraces a high standard of equal opportunity, health and safety, and ethical practice. All employees are required to comply with relevant safety procedures/guidelines and equal opportunity principles at all times.

## Role Statement

This position is responsible for undertaking research, analysis and reports for Service Delivery Central on housing related issues.



## Duties and Responsibilities

### 1. Research, Analysis and Reporting

- 1.1 Responsible for the collection, analysis and presentation of facts and figures relevant to the Service Delivery Directorate.
- 1.2 Undertakes critical analysis of regional business performance and produces reports, including comparative analysis and trend identification, on a periodic and as requested basis.
- 1.3 Monitoring and analysis of performance of Service Delivery contracts to map patterns and trends and prepares recommendations for continuous improvement.
- 1.4 Assists in the preparation of reports, briefing papers, Ministerial correspondence, Cabinet submissions and other written materials relating to business performance.
- 1.5 Investigates, evaluates, prepares reports and make recommendations regarding the feasibility of current and future projects and business strategies.

### 2. Data Management and Support

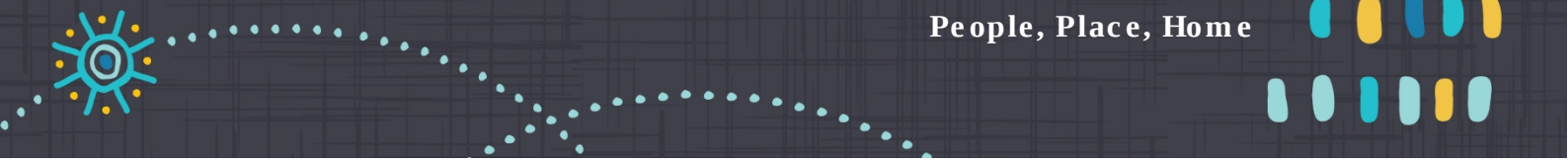
- 2.1 Assists in the development and management of systems used to monitor the business performance of the Service Delivery Directorate.
- 2.2 Coordinates the development and implementation of mechanisms to ensure comprehensive, accurate, appropriate and timely data collection.
- 2.3 Maintains database of facts and figures collected.

### 3. Liaison

- 3.1 Liaises with users and internal stakeholders to provide ongoing support and advice regarding business improvement.
- 3.2 Liaises with other directorates regarding reporting requirements.

### 4. Other

- 4.1 Maintain knowledge of Service Delivery systems and processes.
- 4.2 Applies equal opportunity, Occupational Health & Safety, and ethical principles and practices in all aspects of this role.



- 4.3 Applies the organisation's leadership and values principles.
- 4.4 Performs other duties as required.

### **Essential Work-Related Requirements (Selection Criteria)**

1. Demonstrated ability to interpret and analyse data whilst identifying trends.
2. Well-developed research and problem-solving skills.
3. Working knowledge of statistical methodologies and data analyst techniques.
4. Well-developed written communication skills, including demonstrated ability in the preparation of reports, research papers and correspondence.
5. Demonstrated interpersonal skills, including the ability to liaise with a range of stakeholders.
6. Experience with current analysis technologies, such as Microsoft Excel.

### **Desirable Work-Related Requirements (Selection Criteria)**

1. Tertiary qualifications in a relevant field or demonstrated relevant experience.
2. Understanding of contemporary housing related issues.

### **Essential Eligibility Requirements / Special Appointment Requirements**

1. Appointment is subject to a satisfactory National Police Clearance.