

## Business and Systems Analyst

### Enterprise Governance and Partnerships

<b>Position number</b>	00041035
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 5
<b>Reports to</b>	Manager Business Intelligence (Level 8)
<b>Direct reports</b>	Nil

#### Context

The Department of Education's strategic directions outline the commitment for every child, from Kindergarten to Year 12, to have access to high quality education underpinned by excellence in teaching and quality leadership. This is an education that meets the needs of the learner preparing them for their next step into the workforce or further education.

The Enterprise Governance and Partnerships Division drives high performance at a system level by providing senior leaders with visibility and assurance of system performance and improvement initiatives and confidence in the management of key external partnerships. We do this by:

- ensuring strategic responses and projects are delivered within expectations underpinned by quality project and program management methodologies
- improving oversight of high-level strategic priorities and projects through increased visibility and quality assurance
- aligning governance standards to the strategic significance and complexity of initiatives
- supporting evidence-based decision making through effective use of intelligence and data
- developing and maintaining effective partnerships to support strategic alignment and positive relationships both within and external to the Department, including with higher and international education stakeholders.

The Division's Business Intelligence team has responsibility for the Department's data strategy. This includes the continuous improvement of data displays for senior leadership to support understanding of performance, and data analysis to inform decision making related to the delivery of the Department's strategic intent and high-performing operations.

Visit [education.wa.edu.au](https://education.wa.edu.au) to find out more information about the Department of Education.

## Key responsibilities

- Contribute to the design, evaluation, implementation and review of business processes and business systems.
- Provide system administration and user support for business process management systems to stakeholders across the Department.
- Participate in testing of systems, data analysis and the development of data-related products, including dashboards, datasets and reports.
- Contribute to the support, monitoring and resolution of complex system and data issues.
- Develop and maintain user and system documentation.
- Liaise with internal and external stakeholders to support business process improvement projects, build data literacy and enable the delivery of branch outcomes.
- Support the branch to deliver data strategy, frameworks and practices, working both autonomously and as part of the team.

## Selection criteria

1. Demonstrated well developed skills and experience in business analysis and/or the development of data products using modern tools in a complex and diverse environment.
2. Demonstrated substantial experience with data management systems, concepts and practices.
3. Demonstrated ability to build relationships, consult, collaborate, negotiate with key stakeholders and communicate clearly to provide advice and write reports that influence culture change.
4. Demonstrated ability to work in a team and contribute to an effective and collaborative working environment.
5. Demonstrated ability to manage time and resources adaptively to meet performance and quality expectations.

## Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

## Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

## ENDORSED

Date            3 June 2025  
Reference    D25/0277136