



Manager, Business Intelligence

Enterprise Governance and Business Intelligence

Position number	00038124
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 8
Reports to	Director, Enterprise Governance and Business Intelligence (Level 9)
Direct reports	Principal Business Intelligence Analyst (Level 7) Business and Systems Analyst (Level 5)

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.

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Key responsibilities

- Lead the development of the Department's operational performance data strategy and associated technology, policies and processes.
- Lead the development of strategically aligned performance data sets and data analytic capability, including report creation, data mining and data extracts to inform evidence-based decision making.
- Manage and coordinate a small team of employees and contractors/consultants to deliver outputs.
- Plan and manage change programs that enable and support a data-informed culture.
- Provide strategic advice and recommendations to senior management and prepare responses for Ministerial correspondence, parliamentary questions, general enquiries and reports.
- Build partnerships with customers across the Department to understand their performance improvement agendas and associated data needs, and act as a coordination point between business areas and technical teams.
- Coordinate, support and/or participate in data governance groups such as Boards and advisory committees to promote the development and implementation of data strategy activities, initiatives and projects.
- Maintain awareness of best practice, trends and developments related to business intelligence and reporting across the public sector and general industry.
- Represent the Directorate, as required, on Departmental and across Government committees and working parties.
- Contribute as a member of the Directorate's leadership team to develop and manage aligned plans, systems and resources.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Department policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Department policy.

Selection criteria

1. Demonstrated extensive current knowledge and experience in leading business intelligence, data management and data visualisation at an enterprise level, including and with modern data tools.
2. Demonstrated extensive experience analysing the current and future organisational needs to develop and implement initiatives contributing to the achievement of organisational goals and outcomes.
3. Demonstrated highly developed leadership, interpersonal, management and coordination skills in leading teams and processes resulting in collaborative decision making and sustainable and repeatable solutions.
4. Demonstrated high level verbal, written and presentation skills for preparing briefings, submissions, performance reporting and submissions about complex strategic issues and represent the Department at all levels of Government.
5. Highly developed stakeholder engagement skills with the ability to build strong relationships, consult at all levels to influence and negotiate consensus outcomes.

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 D25/0276927